

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

List of Placement of outgoing students during last five years (2017-18 to 2021-22)

Sr. No.	Year	Name of student placed, Contact Details	Programme Graduated from	Name of the employer with contact details	Pay Package at appointment
1	2018-19	Siddesh Yadav (7499473386)	TYBCOM	Q connect	Rs. 4400 per month
2	2018-19	Priyanka Verma (07841861550)	TYBCOM	State Street Syntel Service Pvt. Ltd.	Rs. 1,80,000 per annum
3	2019-20	Ravi M Kusreja (8459263690)	TYBCOM	Infinx	Rs. 3,69,686 per annum
4	2020-21	Manish Sharma (7057971861)	TYBCOM	ICICI Bank	Rs.4,20,900 per annum
5	2020-21	Prathmesh Anil Wagh (9096267441)	TYBCOM	Quess Corp Limited	Rs. 2,88,000 per annum
6	2021-22	Arti Paswan, (75593 64152)	TYBAF	ABHINAV INSTITUTE SERVICES	Rs. 12,000 per month
7	2021-22	Vijay Nagdev( 9987537057)	TYBCOM	Mentors Real estate advisory	Rs.3,95,900 per annum
8	2021-22	Harsh Sunil Pradhan (8830555947)	TYBMS	HDFC ERGO GENERAL INSURANCE COMPANY	Rs. 4,12,418 per annum
9	2021-22	Gaurav Vinod	TYBCOM	HDFC BANK LTD	Rs. 2,12,243

		Pradhan (9370731431)			per annum
10	2021-22	Sagar Akhlesh Mishra (78874111361 4)	TYBCOM	HDB FINANCE	Rs.26,156 per annum
11	2021-22	Saloni Premchandani	TYBMS	Accenture	Rs. 218140 per annum
12	2021-22	Bhavna Khimani (8625858640 )	TYBAF	Finplan International Education LLP, Thane	Rs.15000 per month
13	2021-22	Kaveeta Sugandhi (9767136105)	TYBCOM	Capgemini	Rs.209,073 per annum
14	2021-22	Shashi Patel (7385151449)	TYBCOM	Conneqt business solution private limited.	Rs.1,83,600 per annum
15	2021-22	Viresh Reddy (7058455615)	2021-22 TYBMS	Kotak Mahindra Bank	Rs. 450,000 per annum
16	2021-22	Shakib Khan (8208181206)	TYBAF	HDFC FINANCE	Rs. 2,12,243 per annum

Date: - 1<sup>st</sup> December, 2021.

Flat no 303 B.K No. 1358,  
Om shanti Shaneshwar apartment,  
Near kara Motors,  
Ulhasnagar 4 - 421004.

## Letter of Appointment

Dear Vijay,

Congratulations! We are very excited to have you onboard!

With reference to our discussions with you, we are pleased to offer you the position of **Executive-Sales (Sourcing)** in our Company. You will be placed at **KDMC and Vicinity** you are required to report on **1<sup>st</sup> December 2021**, you shall be a part of the **Sales department**. You shall be governed by the terms and conditions of this letter contained hereinafter.

### **1. Compensation**

You shall be paid compensation as per the details mentioned in Schedule 1 of this letter with effect from the date of your joining.

### **2. Place of Work**

Depending on the business needs of the Company, you may be required to undertake a periodic visit to the Company's other locations within or outside Mumbai. The Company may transfer you to other office locations on a temporary or permanent basis whether within or outside Mumbai at its discretion as it may consider necessary from time to time.

### **3. Roles and Responsibilities**

The management may change your role and responsibility for work, at its discretion as it may consider necessary from time to time. If necessary, you may need to work for stretch hours as may be needed for you to perform your duties effectively and otherwise in accordance with the Company's policies in that behalf and you shall not be entitled to receive any additional remuneration for work done outside your normal hours of work.

### **4. Rules, Policies, Procedures and Code of Conduct**

You shall comply at all times with the Company's rules, policies and procedures as amended from time to time ("Policies"). The Policies are incorporated by reference into this letter and are subject to change, replacement or withdrawal at the discretion of the Company. It is your responsibility to keep yourself aware of all the policies of the Company at all times during your employment. By accepting this letter, you hereby undertake that you shall comply with all the policies of the Company at all times during your employment. You hereby further undertake that you shall promptly disclose to the Company any transactions or matters which are, or may be, in contravention of the Policies.

## 5. Exclusivity

During the term of your employment, you shall devote full working time, attention and energy to the performance of the duties assigned to you. You shall not, whether directly or indirectly, be employed, engaged or interested in any manner whatsoever in any trade, business or profession other than the business of the Company or accept any appointment to any office whether for gain or otherwise.

## 6. Leaves

Your leave entitlement shall be as per the policies of the Company formulated from time to time.

## 7. Probation, Confirmation & Termination

- 7.1 You will be on probation for a period of 6 (Six) months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.
- 7.2 During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's services at any time with 60 days prior notice and without assigning any reason. An Employee also bound to provide the company with 60 days' notice during which period he / she may have to actually work. The company does not encourage adjusting notice period against either leave or forfeiture of salary.
- 7.3 If the exigencies of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.
- 7.4 Your employment / services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with immediate notice.
- 7.5 If you wish to terminate your employment with the Company, you shall be required to serve minimum notice of one month. The Company may however, at its sole discretion, waive off the notice period, in full or in part, with or without proportionate notice period deduction of Gross Salary (without Variable pay) in lieu of short notice, without assuming any liability to compensate you in respect of the period so waived.
- 7.6 Notwithstanding anything contained in this letter, the Company may terminate your employment with immediate effect, at any time without notice or payment in lieu thereof or any compensation whatsoever for Cause. For the purpose of this Letter, "**Cause**" shall mean any one or more of the following:
- (a) any breach of integrity, act of dishonesty, embezzlement, breach of statutory duties, breach of confidentiality obligations, pilferage and theft, attending work under the influence of alcohol, drugs or
  - (b) other intoxicating substances, breach of the Company rules and policies, disobedience of reasonable orders from superiors, insubordination, causing actual or threatening physical harm or damage to Company property or any misconduct by you or in case of breach of the terms, conditions or stipulations contained in this letter;
  - (c) you being convicted of any criminal offence or committing fraud against, or the misappropriation of material property belonging to the Company;
  - (d) your absence without leave for a period of 7 days;
  - (e) you become insolvent or restrained under any contract or arrangement or is under any legal disability from performing his/her obligations;
  - (f) any material violation of the Company's policies;
  - (g) On negative verification report of past experiences/educational qualification provided by you at the time of appointment.
  - (h) Non-performance standards as per company norms

## 8. Confidential Information

- 8.1** You hereby recognize that you are being hired in a position of trust and confidence with the Company and will in the course of your employment with the Company, be exposed to various items of secret and confidential Information that are proprietary to the Company. You hereby covenant to hold any such information in trust for the Company and undertake not to disclose such information to any third party. Upon the request of the Company, at any time and for any reason, you shall immediately deliver to the Company all materials (including all soft and hard copies in your possession) which contain or relate to Confidential Information.
- 8.2** You shall not duplicate, reverse engineer, modify, or otherwise reproduce any Confidential Information. You shall also not corrupt or destroy any Confidential Information unless expressly authorized by the Company.

## 8.3 Assignment

You shall not be entitled to assign your roles and responsibilities with the Company to any other person.

## 8.4 Background Verification Check

The offer described above is subject to satisfactory completion of background verification as the Company may consider necessary. As part of this process, we may ask you for some information / documents and non-submission of such information / documents from your side might affect the results of this verification. The Company may withdraw this offer in case your background verification report is found to be unsatisfactory.

## 9. Employment Regulations

During the time employed with company:

- 9.1** You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company;
- 9.2** You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.

## Schedule 1 - Compensation

For the services to be rendered by you during the course of your employment, and for various employee obligations and covenants, you shall receive the following compensation as per below table:

ITEM	SALARY COMPONENTS	MONTH(INR)	ANU(INR)	CALCULATION CRITERIA	
COST TO COMPANY ( CTC )	BASIC	16,000.00	1,92,000.00	50% of GROSS	
	HOUSE RENT ALLOWANCES	8,000.00	96,000.00	50% of BASIC - Non Taxable	
	SPECIAL ALLOWANCES	5,200.00	62,400.00	Taxable	
	CONVEYANCE ALLOWANCE	1,600.00	19,200.00	Non Taxable	
	MEDICAL ALLOWANCES	1,200.00	14,400.00	Non Taxable	
	TRAVEL EXPENSE	3,000.00	36,000.00	Non Taxable	
	<b>GROSS EARNED</b>	<b>35,000.00</b>	<b>4,20,000.00</b>	<b>TOTAL</b>	
	2	PROVIDENT FUND	1,800.00	21,600.00	12% on Basic or minimum Rs.1800/- (As per basic salary)
		PROFESSIONAL TAX	200.00	2,500.00	As Per Law
		INCOME TAX	-	-	As Per Law
	<b>TOTAL GROSS</b>	<b>2,000.00</b>	<b>24,100.00</b>		
	<b>NET SALARY</b>	<b>33,000.00</b>	<b>3,95,900.00</b>		

**\*Terms & conditions\***

- (a) Your salary is strictly confidential and you should not disclose it to anyone without prior permission of the Company in writing. All entitlements would be in accordance with the Company policies that may change from time to time.
- (b) You shall also be a part of Company's Incentive Scheme subject to the terms & conditions of the scheme and any amendments as may be made from time to time.
- (c) This amount will be subject to statutory tax deductions such as Income Tax, Provident Fund, and Professional Tax (if any).

**Benefits:**

**(I) Provident Fund:**

12% of the monthly basic salary will be contributed by the company towards your Provident Fund account. A matching deduction will be made from your salary as the employee's contribution and shall be deposited as per the PF rule.

**(II) You will also be entitled to Leave facilities as follows: (Post completion of your probation)**

Earned Leave: 21 days (Casual Leave / Sick leave).

**For**

**The Mentors Real Estate Advisory Pvt Ltd.**

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**Preetam Kaur**  
**Human Resource Officer**

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**Vijay Jaikishan Nagdev.**

Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

If you fail to indicate your acceptance within a week from the date of the appointment letter, this offer of employment will be deemed to have been withdrawn and cancelled.

We look forward to having you contribute to our business growth and wish you all the best in your new assignment.

Reference No. - 1384386531

Applicant ID - 4174601

19-Dec-2022

Manish Sharma

Dear Manish,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme during the current academic year and submission of your certificate and mark sheet within 3 months of result announcement - which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked, which please take note of.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

Reference No. - 1384386531  
Applicant ID - 4174601  
19-Dec-2022

Manish Sharma

Dear Manish,

We are pleased to make you an offer of appointment as Deputy Manager (Band I) in ICICI Bank. You will be placed in eRELATIONSHIP MANAGEMENT at THANE-SMC SQUARE KHOPAT.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.  
The following are the terms and conditions of the appointment.

**Commencement/Term:**

- You shall be required to join the Bank on or before 18-Jan-2023.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

**Other Terms and Conditions of Service:**

- Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.



**Reference No. - 1384386531**

Manish Sharma

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

Reference No. - 1384386531

Manish Sharma

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
    - c) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - d) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

Reference No. - 1384386531

Manish Sharma

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferrable in any location and profile including sales, across geographies as per organization requirements.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Ankit Jindal

Digitally signed by Ankit Jindal  
Date: 2022.12.19 14:41:41 +05:30  
Reason: Offer Letter  
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

  
Signature of Applicant

Reference No. - 1384386531  
Manish Sharma

**Annexure:****Remuneration:**

- Your Base Salary will be Rs. 1,08,000/- (Rupees One Lakh Eight Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 1,58,100/- (Rupees One Lakh Fifty Eight Thousand One Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 54,000/- (Rupees Fifty Four Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 16,200/- (Rupees Sixteen Thousand Two Hundred only) per annum.

Reference No. - 1384386531  
Manish Sharma

**Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

  
Signature of Applicant

Digitally signed by Ankit Jindal  
Date: 2022.12.19 14:41:41 +05:30  
Reason: Offer Letter  
Location: Mumbai

### JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Manish Sharma

Position: Deputy Manager (Band I)

Group: RETAIL BANKING GROUP

	Deputy Manager (Band I)	
	Monthly	Annual
Basic	9,000	1,08,000
HRA	4,500	54,000
Supplementary Allowance*	13,175	1,58,100
Superannuation Allowance **	1,350	16,200
<b>Total</b>	<b>28,025</b>	<b>3,36,300</b>
Retrials		
Retrials (PF, Gratuity) ***	2,550	30,600
<b>Total Fixed CTC</b>	<b>30,575</b>	<b>3,66,900</b>
Performance Linked Retention Pay #	4,500	54,000
<b>Total CTC</b>	<b>35,075</b>	<b>4,20,900</b>
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

Date : 19-Dec-2022

Digitally signed by Ankit Jindal  
 Date: 2022.12.19 14:41:42 +05:30  
 Reason: Offer Letter  
 Location: Mumbai

September 20, 2022

Ref:HDBFS/22-23/HRIC483582/Appt/297248

Mr. Sagar Akhlesh Mishra,  
Mumbai

Dear Sagar,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES OFFICER on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at MUMBAI - WESTERN. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

**Registered Office :** Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Page 1 of 5



- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.

- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any “sensitive personal data or information” (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any “Intellectual Property Rights” (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.
- t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than September 22, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining :

- a) Copy of Educational Certificates and Mark sheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

**Yours Sincerely,**  
**For HDB Financial Services Ltd.**



**Ashish Ghatnekar**  
**Head - Human Resources & Operations**

**AGREED AND ACCEPTED**


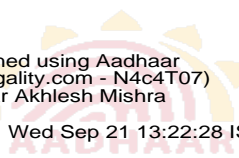

eSigned using Aadhaar  
(Leegality.com - N4c4T07)  
Sagar Akhlesh Mishra

Date: Wed Sep 21 13:22:28 IST  
2022

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**Mr. Sagar Akhlesh Mishra**

## Annexure A

	Compensation Breakup	
Salutation	Mr.	
Name	SAGAR AKHLESH MISHRA	
Role	SALES OFFICER	
Grade	G1	
Location	MUMBAI	
Reporting to	Sales Manager - SF	
Date of Offer	September 8, 2022	
<b>Annual Compensation Break up</b>		<b>HDBFS Monthly</b>
Basic	66,000	5,500
HRA	26,400	2,200
Other Allowance	92,568	7,714
Provident Fund (Employer's contribution)	19,032	1,586
<b>Gross Salary (A)</b>	<b>2,04,000</b>	<b>17,000</b>
ESIC (Employer's contribution)----(B)	6,012	
Gratuity----- (C)	3,180	
<b>Total Fixed Compensation (D=A+B+C)</b>	<b>2,13,192</b>	<b>17,766</b>
<b>Note:</b>		
This Offer is subject to positive reference checks & Credit Bureau check. Your consent for candidature of the Company will be considered as consent for accessing your Credit report.		
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively		
You will be entitled to Performance Incentive Plan as per Company Policy		
Gratuity is as per "The Payment of Gratuity Act".		
You will be covered under Group Personal Accident Insurance as per policy of the Organization		
I accept the terms and conditions as mentioned in the Appointment letter.		
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  <p>eSigned using Aadhaar (Leegality.com - N4c4T07) Sagar Akhlesh Mishra</p> <p>Date: Wed Sep 21 13:22:28 IST 2022</p> </div> <div style="text-align: right;"> <p>Ref:HDBFS/22-23/HRIC483582/Appt/297248</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>Sagar Akhlesh Mishra</p>  </div> </div>		

## SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM  
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No. :

Office :

Declaration and Nomination Form under the Employees Provident Funds  
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and  
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Sagar Akhlesh Mishra  
2. FATHER'S / HUSBAND'S NAME : AKHLESH BHARAT MISHRA  
3. DATE OF BIRTH : 23-Jul-2002  
4. SEX : Male  
5. MARITAL STATUS : Single  
6. ACCOUNT NO : MH / BAN / 49611  
7. ADDRESS : MAHADU BHIVA NAGAR , ,  
HANUMAN KADU CHAWL,,  
Ulhasnagar - 421004

**PART - A (EPF)**

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Kavita Mishra, MAHADU BHIVA NAGAR , , HANUMAN KADU CHAWL,, Ulhasnagar - 421004	Mother	30 - May - 1980	100	No

1. \* Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.  
2. \* Certified that my father / mother is / are dependent upon me.  
(\* ) Strike out whichever is not applicable.

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(Leegality.com - N4c4T07)  
Sagar Akhlesh Mishra

Date: Wed Sep 21 13:22:28 IST  
2022

X \_\_\_\_\_  
SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**PART - B (EPS)****Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Kavita Mishra, MAHADU BHIVA NAGAR , , HANUMAN KADU CHAWL,, Ulhasnagar - 421004	30 - May - 1980	Mother

\*\*Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Kavita Mishra	MAHADU BHIVA NAGAR , , HANUMAN KADU CHAWL,, Ulhasnagar - 421004	30 - May - 1980	Mother

Date : 21-Sep-2022

X

eSigned using Aadhaar  
(Legality.com - N4c4T07)  
Sagar Akhlesh Mishra  
Date: Wed Sep 21 13:22:28 IST  
2022

(\*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**CERTIFICATE BY EMPLOYER**

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. \_\_\_\_\_ employed in my / our establishment  
after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

**For HDB Financial Services Limited**

Place : \_\_\_\_\_

Authorized Signatory

Date :

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

**HDB Financial Services Ltd**

Ground Floor, Zenith House,

Keshavrao Khadye Marg,

Opp.Race Course, Mahalaxmi

Mumbai - 400034.

**UNDER THE PAYMENT OF GRATUITY ACT, 1992.**  
**&**  
**THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972**

**FORM 'F'**  
**(See Sub-Rule (i) of rule (6))**

**Nomination**

To  
M/s HDB Financial Services Limited  
Ground Floor, Zenith House,  
Keshavrao Khadye Marg,  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

1. Shri / Shrimati / Kumari SAGAR AKHLESH MISHRA whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.  
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

**NOMINEE (S)**

Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	KAVITA MISHRA,MAHADU BHIVA NAGAR,, HANUMAN KADU CHAWL,, Ulhasnagar - 421004	Mother	30 - May - 1980	100
2				
3				
4				
5				
6				

## Statement

1	Religion	Hinduism	
2	Sex.	Male	
3	Name of employee in full.	Sagar Akhlesh Mishra	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	MUMBAI - WESTERN	
6	Post held with Ticket or Serial Number if any.	SALES OFFICER	
7	Date of appointment.	21-Sep-2022	
8	Permanent address.	MAHADU BHIVA NAGAR , , HANUMAN KADU CHAWL,, Ulhasnagar - 421004	
	Village	Thana	Sub-division
	Post Office	District	State

eSigned using Aadhaar  
(Legality.com - N4c4T07)  
Sagar Akhlesh Mishra

X Date: Wed Sep 21 13:22:28 IST  
2022

Place : MUMBAI - WESTERN  
Date : 21-Sep-2022

Signature/Thumb impression of the employee

## Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

Place : MUMBAI - WESTERN

Place : MUMBAI - WESTERN

## Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

Designation

For HDB Financial Services Limited



*(Handwritten Signature)*

Authorized Signatory

**HDB Financial Services Ltd**

Ground Floor, Zenith House,  
Keshavrao Khadye Marg  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

Signature/Thumb impression of the Authorized Signatory

## Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date \_\_\_\_\_

X eSigned using Aadhaar  
(Legality.com - N4c4T07)  
Sagar Akhlesh Mishra  
Date: Wed Sep 21 13:22:28 IST  
2022

Signature of the employee

Note : Strike out the words and paragraphs not applicable.





## Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

297248

**EMPLOYEES' PROVIDENT FUND ORGANIZATION**

Employees' Provident Funds Scheme, 1952 (Paragraph 34 &amp; 57) &amp;

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Sagar Akhlesh Mishra					
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Akhlesh Bharat Mishra					
3	Date of Birth (DD/MM/YYYY)	23/07/2002					
4	Gender: (Male/Female/Transgender)	Male					
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried					
6	(a) Email Id: (b) Mobile No.:	sagarmishra.sm2002@gmail.com 7887411614					
7	<b>Present employment details:</b> Date of joining in the current establishment (DD/MM/YYYY)	21/09/2022					
8	<b>KYC Details</b> (attach self attested copies of following KYCs) a) Bank Account No.:	5745336803					
	b) IFS Code of the branch:	KKBK0002059					
	c) AADHAAR Number:	497531086111					
	d) Permanent Account No. (PAN), if available	GLHPM4638C					
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>			
11	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - Un-exempted</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>PF Account Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>PPO Number (if issued)</b>
12	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - For Exempted Trusts</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>Member EPS A/C Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>
13	<b>a) International Worker:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
	b) If yes, state country of origin (India/Name of other country)						
	c) Passport No.						
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/> To <input type="text"/>					

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account \*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: **21-Sep-2022**  
Place: **MUMBAI**

eSigned using Aadhaar  
(Leegality.com - N4c4T07)  
Sagar Akhlesh Mishra  
Date: Wed Sep 21 13:22:28 IST  
2022  
Signature of the Member

**DECLARATION BY PRESENT EMPLOYER**

A. The member Mr./Ms./Mrs. \_\_\_\_\_ has joined on \_\_\_\_\_  
and has been allotted PF Number \_\_\_\_\_ and UAN \_\_\_\_\_

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

Date:



Signature of Employer with Seal of Establishment

\* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.



## घोषणा पत्र DECLARATION FORM

Offer Ref # 297248

फार्म-1/Form-1

घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को भली-भांति पढ़ लेना चाहिए। यह फार्म निःशुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size photographs to be attached with the form. This form is free of cost.

(क) बीमाकृत व्यक्ति के विवरण

(A) INSURED PERSON'S PARTICULARS

1. बीमा संख्या/Insurance No.					
2. नाम (स्पष्ट अक्षरों में) Name in block letters	Sagar Akhlesh Mishra				
3. पिता/पति का नाम Father's/Husband's Name	AKHLESH BHARAT MISHRA				
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month	वर्ष Year	5. वैवाहिक प्रास्थिति Marital Status	विवाहित/ अविवाहित विवा M/U/W
	23	07	02	6.लिंग/Sex	पु.म./M.F.
7. वर्तमान पता/Present Address MAHADU BHIVA NAGAR , HANUMAN KADU CHAWL, Ulhasnagar,Maharashtra	8. स्थायी पता/Permanent Address MAHADU BHIVA NAGAR , HANUMAN KADU CHAWL, Ulhasnagar,Maharashtra				
पिन कोड Pin Code	4 2 1 0 0 4		पिन कोड Pin Code		
टेलीफोन नम्बर/ई-मेल पता/sagarmishra.sm2002@gmail.com	टेलीफोन नम्बर/ई-मेल पता/ 7887411614				
शाखा कार्यालय Branch Office	औषधालय Dispensary				

(ख) नियोजक के विवरण

(B) EMPLOYER'S PARTICULARS

9. नियोजक की कूट संख्या Employer's Code No.			
10.नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	21	09	2022
11.नियोजक का नाम और पता/Name & Address of the Employer			
12.यदि पहले नियोजन में रहे हैं तो कृपया निम्नलिखित ब्यौरे दीजिए In case of any previous employment please fill up the details as under.			
(क) पिछली बीमा संख्या (a) Previous Ins. No.			
(ख) नियोजक कूट संख्या (b) Employer's Code No.			
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer			
टेलीफोन नम्बर/ई-मेल पता/e-mail address			

(क) मृत्यु की स्थिति में नकद हितलाभ के भुगतान के लिए क.रा.बी. अधिनियम, 1948 की धारा 71/क.रा.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के ब्यौरे।  
(c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	नातेदारी/Relationship	पता/Address
KAVITA MISHRA	Mother	MAHADU BHIVA NAGAR , ,HANUMAN KADU CHAWL,,Ulhasnagar-421004

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार के सदस्यों में हुए परिवर्तन की सूचना 15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूँ/देती हूँ।

I hereby decalare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर

Counter signature by the employer

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा निशान

Signature /T.I.of IP.

सील सहित हस्ताक्षर

Signature with seal



(घ) बीमाकृत व्यक्ति के परिजनों का विवरण

(D) Family Particulars of Insured person

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं तो आवास का स्थान दर्शाएं If 'No' state Place of Residence	
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	AKSLESH MISHRA	19-06-1980	Father	Yes			
2	KAVITA MISHRA	30-05-1980	Mother	Yes			

क.रा.बी. निगम अस्थायी पहचान पत्र

ESI Corporation Temporary Identity Card

(नियुक्ति की तारीख से 3 महीने तक वैध)

(Valid for 3 month from the date of appointment)

नाम/Name	Sagar Akhlesh Mishra
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date of appointment 21-09-2022
शाखा कार्यालय Branch Office	औषधालय Dispensary
नियोजक की कूट संख्या व पता Employer's Code No. & Address	

फोटो के लिए स्थान (Space for photograph)
---

वैधता

Validity

तारीख

Dated

eSigned using Aadhaar

(Leegality.com - N4c4T07)

Sagar Akhlesh Mishra

Date: Wed Sep 21 13:22:28 IST 2022



बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठे का निशान

Signature/T.I. of I.P.

सील सहित शाखा प्रबंधक के हस्ताक्षर

Signature of B.M. with seal

- फार्म-1 का प्रेषण क.रा.बी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है।  
Submission of Form-I is governed by regulation 11 & 12 of ESI (General) Regulations, 1950
- “कुटुम्ब” से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:-  
अर्थात्:- (1) विवाहिती (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवयस्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति के उपार्जनों पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री, (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति के उपार्जनों पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (ब्योरे हेतु क.रा.बी. अधिनियम, 1948 की धारा 2 के खंड 11 को देखें)।  
“Family” means all or any of the following relatives of an Insured Person namely:-  
(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.
- पहचान-पत्र अहस्तान्तरणीय है।  
Identity Card is Non-Transferable.
- पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।  
Loss of Identity Card be reported to Employer/Branch Manager immediately.
- किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.बी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है।  
Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.
- नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए। विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।  
This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
- बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन चिकित्सा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (महिला कर्मचारी के लिए)।  
As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory cnditions.
- अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।  
For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

## केवल शाखा कार्यालय में प्रयोग हेतु

For Branch Office Use only

- बीमा संख्या आवंटन की तारीख :  
Date of allotment of Ins. No. : \_\_\_\_\_
- अस्थायी पहचान पत्र जारी करने की तारीख :  
Date of Issue of T.I.C. : \_\_\_\_\_
- औषधालय का नाम/संख्या :  
Name /No. of Dispensary : \_\_\_\_\_
- क्या अन्योन्य चिकित्सा व्यवस्था उपलब्ध है? यदि हां, तो उल्लेख करें :  
Whether reciprocal Medical arrangements involved. if yes, please indicate :

शाखा प्रबंधक के हस्ताक्षर  
Signature of Branch Manager

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.	यदि नहीं, तो आवास का स्थान दर्शाएं If No, state Place of Residence
1	AKSLESH MISHRA	19-06-1980	Father	हाँ/Yes	कस्बा/Town
2	KAVITA MISHRA	30-05-1980	Mother	हाँ/Yes	राज्य/State
eSigned using Aadhaar (Legality.com - N4c4T07) Sagar Akhlesh Mishra					
Date: Wed Sep 21 13:22:28 IST 2022					

August 19, 2022

Ref:HDBFS/22-23/HRIC362070/Appt/G17083

Mr.Gaurav Vinod Pradhan,  
Room No-07,  
Shreekrishna Colony,  
Chawl No.04,  
Near Parmanand Bhaktipith,Ashalepada,  
Ulhasnagar-421004

Dear Mr.Gaurav Vinod Pradhan,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at MUMBAI. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.
- t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than September 3, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

**Yours Sincerely,**  
**For HDB Financial Services Ltd.**



**Smily Mehra**  
**HBL Global - a division of HDB Financial Services Limited.**



**AGREED AND ACCEPTED**

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**Mr.Gaurav Vinod Pradhan**



## Annexure A

		Compensation Breakup	
Name	MR.GAURAV VINOD PRADHAN		
Role	Sales Executive		
Grade	G7		
Location	Mumbai		
<b>Annual Compensation Break up</b>			<b>HDBFS Monthly</b>
Basic	1,15,500		9,625
HRA	46,200		3,850
Conveyance Allowance	23,100		1,925
Provident Fund (Employer's contribution)	16,632		1,386
<b>Gross Salary (A)</b>	<b>2,01,432</b>		<b>16,786</b>
ESIC (Employer's contribution)-----(B)	5,255		438
Gratuity----- (C)	5,556		463
<b>Total Fixed Compensation (D=A+B+C)</b>	<b>2,12,243</b>		<b>17,687</b>
<b>Note:</b>			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/22-23/HRIC362070/Appt/G17083	

I accept the terms and conditions as mentioned in the Appointment letter.

\_\_\_\_\_  
**Mr.Gaurav Vinod Pradhan**

Date: Oct 29, 2022  
Offer No : QS2833810

**PRATHAMESH ANIL WAGH**  
OPP 385,SUBHASH TEKDI, NEAR DR. AMBEDKAR CHOWK, ULHASNAGAR - 4  
MUMBAI  
MAHARASHTRA

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **PRATHAMESH ANIL WAGH**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to BHARTI AIRTEL SERVICES LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from NOV 01, 2022 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract,youcan be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from NOV 01, 2022 to OCT 31, 2023.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be



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**QUESS Corp Ltd**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesscorp.com> | Toll Free No: 1800-572-3333



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coterminous with the project / work.

**LOCATION:**

You are required to work at client's location at MUMBAI.

**POSITION:**

You are appointed as CUSTOMER RELATIONSHIP OFFICER.

**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid OCT 31, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the



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Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

**CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

**HOLIDAYS:**



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You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.



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**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Nov 01 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card



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Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**

**Tej Hans Raj Singh**  
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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### Compensation Sheet

Offer No: **QS2833810** Associate Name: **PRATHAMESH ANIL WAGH**  
 Designation: **Customer Relationship Officer** Location: **MUMBAI**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	8628	103536
House Rent Allowance	3451	41412
Special Allowance	5953	71436
Advance_statutory_bonus	1054	12648
<b>Gross Salary</b>	<b>19086</b>	<b>229032</b>

Employer's Contribution		
Employer_esi	587	7044
Employer Provident Fund	1896	22752
<b>Total Contribution</b>	<b>2483</b>	<b>29796</b>
<b>Cost to Company: (CTC)</b>	<b>21569</b>	<b>258828</b>

Deduction: (Subjected to change)		
Employee Esi	136	1632
Provident Fund	1750	21000
Professional Tax	200	2400
<b>Total Deduction</b>	<b>2086</b>	<b>25032</b>
<b>Net Take Home</b>	<b>17000</b>	<b>204000</b>

Variable Component		
Variable	7000	84000
<b>CTC(with variable)</b>	<b>28569</b>	<b>342828</b>
<b>Net Take Home(with variable)</b>	<b>24000</b>	<b>288000</b>

**\*Variable Component is applicable only when target is accomplished**



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Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by sms to your registered mobile No.

For any issues in login to WorQ app, please email to [help@quesscorp.com](mailto:help@quesscorp.com).

Please mention your

- Offer No :QS2833810
- Name :PRATHAMESH ANIL WAGH
- Mobile No

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>



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**DISCLAIMER**

**To whomsoever it may Concern**

I, PRATHAMESH ANIL WAGH , Offer ID QS2833810, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

**Associate Name:**

**Associate Signature:**



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Date: 18-Mar-2020

Ms Priyanka Verma,  
Ganesh Colony Block No. 734  
Vasar Road  
SAHYADRI NAGAR  
Ulhasnagar-5  
MUMBAI-421005.

**Subject: Employment Letter**

Dear Priyanka,

We are pleased to inform that you have been selected for employment with **StateStreet Syntel Ser Pvt Ltd** as **Officer KPO ( E0)**. Your total emoluments are **Rs. 185000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately

Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct reference checks, background checks and/or drug test before your date of joining with the Company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the Company. This offer is subject to your satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism.

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on **19-Mar-2020**, at **9.30 am** at the following address: **2nd Floor, Building No 4, Raheja MindSpace Nr Airoli Railway Station, Airoli, Navi Mumbai 400708, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

Company is committed to protect your privacy. The Privacy Statement ("Statement") explains how we use and protect your personal data in our human resources systems throughout the course of your employment relationship with the Company. This privacy statement is available on our website portal (<https://www.atos-syntel.net/legal>) for your reference.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,  
For StateStreet Syntel Ser Pvt Ltd,



**Adarsh Krishna**  
**Head - Global Recruitment Cell**

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

---

**I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on**

**Date & Signature** \_\_\_\_\_.

4th and 5th Floor, Building # 4, MindSpace-Airoli(SEZ), Thane Belapur Road,, Navi Mumbai-400708,India, Tel:+912241137503

**Annexure A – Remuneration Details**

**Name: Ms Priyanka Verma**

**Designation: Officer KPO**

**Grade: E0**

Compensation Components	Monthly (Rs.)	Annual (Rs.)
<b>Salary &amp; Allowances</b>		
Basic Salary	5927	71120
House Rent Allowance	2963	35560
Bonus	2400	28800
Special Allowance	2192	26304
Conveyance Allowance	600	7200
<b>Total Salary &amp; Allowances (A)</b>	<b>14082</b>	<b>168984</b>
<b>Company's Contribution to Provident Fund (PF) (B)</b>	<b>1335</b>	<b>16016</b>
<b>Total Cost to Company (CTC) C = (A+B)</b>	<b>15417</b>	<b>185000</b>

**Notes:**

(1) Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion.

(2) Company's Contribution to PF is @12% and is calculated on the sum of Basic Salary, Special Allowance & Bonus or Rs. 1800/- per month whichever is lower.

(3) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.

(4) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.

(5) As per the Company policy, you will be covered under a company provided Medical Insurance.



**Adarsh Krishna**

**Head - Global Recruitment Cell**

**Annexure B – Terms and Conditions**

**1. Work Related:**

1.1 The Employee shall devote his/her full time to the work of State Street Syntel Services Pvt. Ltd. (hereinafter referred to as "Company"), and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.

1.2 The appointment is being made in good faith on the basis of the Employee's resume and other information as provided by the Employee during the course of interview and mutual discussions. Company reserves the right to make suitable formal/ informal checks with educational institutions and previous employers of the Employee as may be applicable. The Employee is requested to produce all the documents as mentioned in the checklist attached on their date of joining. Any discrepancy in the information/ data provided by the Employee shall result in the termination of employment forthwith and the Employee shall indemnify the Company in full, for any losses suffered by the Company.

1.3 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and, act in good faith and in the best interests of the Company.

1.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered the Employee shall report the same immediately to the Company.

1.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by the Company.

1.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company. The Employee shall be bound by the same.

**2. Location**

2.1 The Company is fully entitled to place you at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. You shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by you shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately

2.2 In case of voluntary resignation/termination due to misconduct, within six months of joining, you will be responsible for full repayment of the relocation expenses if any incurred by the company. If the resignation/termination due to misconduct is between six to twelve months of joining, 50% of the relocation expenses incurred by the Company will be recovered.

**3. Entitlement to Work**

3.1 Procurement and timely renewal of relevant work permit in India shall solely be your responsibility and the Company shall render reasonable assistance and support on documents that you may require for this purpose. Your employment is subject to and conditional on you being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability whatsoever arising thereof.

**4. Probation Period**

4.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining.

**5. Integrity and Professionalism**

5.1 The company shall conduct reference checks, background checks and/or drug test before your date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by you to the company. This offer is subject to your satisfactory completion of all the above verification made by the company. The company also reserves the rights to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of your employment history and qualifications. The company reserves the right to make suitable formal/informal checks with the educational institutions and your former employers at its own discretion and you shall be deemed to have consented the company to do so. Company reserves the right to withdraw this offer of employment or terminate your employment if the result of any background screening check (which may be conducted at any time prior to or during your employment) or any act on your part which demonstrates (at the discretion of the Company) that you will not be able to carry out the inherent requirements of your employment to the Company's standards of integrity and professionalism.

Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo background verification/ medical examination if and when considered necessary.

**6. Former Employer**

6.1 In the event of You becoming party to any proceeding/(s) brought by any former employer at any time during or after Your employment with the Company, You recognize and agree that You shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in Your response to such action or proceeding whether at Your own costs or otherwise. You agree that you are not expected, at any time, to disclose, to the Company and/or any member of Atos|Syntel group of companies or its directors, officers or agents, the trade secrets or any other confidential information of your former employer or any other entity.

6.2 You have represented to the Company that You are not subject to party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would limit or restrict Your scope and ability to work in any way for the Company or any member of the Company's group of Companies.

6.3 You have represented that you are not bound by any previous agreement in any way whatsoever from your previous employment that would limit or restrict your scope of ability to work in any way for the Company or Company's group of Companies. In the event of you having any obligation binding from your previous employer, you undertake to declare and hold the Company harmless and not

responsible thereby releasing the Company from any such dispute related to your previous employment.



6.4 In case of any breach or misrepresentation on Your part in the above, the Company reserves its right to terminate your services forthwith which will be without prejudice to the right of the Company to be indemnified by You in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of your breach or misrepresentation as above.

## **7. Hours of Work**

7.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

## **8. Remuneration**

8.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value

8.2 Your remuneration package has been shared with you as part of the offer letter issued to you.

## **9. Retirement**

9.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

## **10. Medclaim, Personal Accident Insurance**

10.1 You will be covered by the Company's Medclaim and Personal Accident Insurance Policy as per its rules/ regulations.

## **11. Annual Leave and Public Holidays**

11.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.

11.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.

11.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.

11.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

## **12. Specialized Training & Knowledge Acquisition**

12.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in



the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.



12.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

### **13. Confidentiality**

13.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company and/or its clients (of client's customers) or any prospective clients. Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.

13.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.

13.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.

13.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

#### **14. Data Protection**

14.1 The Company may be required to process, transfer and store your personal and sensitive data in any of the other locations of the Company or any member of the Company's group of companies that may not be your home location (including amongst others, transfers of your health information to another office of the Company) for inclusion in our central HR system.

14.2 By signing this contract, you acknowledge and agree that we are permitted to collect and hold personal data about you as part of our personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering your employment and other purposes directly related to your employment.

14.3 You agree that we may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of your employment and other matters directly related to your employment. This clause applies to information held, used or disclosed in any medium.

14.4 For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

#### **15. Period of Notice**

15.1 You or the Company may terminate your employment by giving the other party written notice as follows: -

- a) Notice period will be 45 days . During the term of Your employment, if You undergo any change in band and grade, notice period prevailing to that band and grade will be applicable to You as per HR Policy.
- b) If you have signed any other agreement with the Company or any member of Atos Syntel group of companies that provides for a larger notice period than enumerated in Section 15.1 (a), then that larger notice period shall apply. (The above is collectively referred to as "Notice Period"). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.

15.2 The Company reserves the right to make a payment of basic pay in lieu of such Notice Period.

15.3 The Company may terminate your employment summarily with immediate notice in the event of gross misconduct/misdemeanor or a serious breach of your employment obligations.

15.4 We may, at any time during your Notice Period (whether notice is given by you or by the Company), and in Our absolute discretion alter your duties.

#### **16. Return of Property**

16.1 When Your employment ends (or earlier on demand by the Company) you are required to return all Confidential Information, and all the Company property and equipment in an acceptable condition.

16.2 Subject to any written regulations issued by the Company which may be applicable, neither You nor any member of Your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by You on behalf of the Company and/or any member of Company's group of companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit You will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained

### **17. Receipt of Payments and Benefits from Third Parties**

17.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

### **18. Conflict of Interest**

18.1 You undertake and agree to mention that you would conduct yourself with the highest standards of integrity, honesty and fairness to avoid any conflict between your personal interests and the interests of the Company. You further state that you do and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, your responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. You shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

### **19 Policies and Procedures**

19.1 The Company has adopted a number of employment and business policies and procedures. You must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and the employee handbook. You will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. You must familiarize yourself with them and you agree to be bound by them as applicable from time to time. No separate agreement is required for you to be bound by such policies and procedures from time to time.

19.2 We reserve the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.

19.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.

19.4 You also declare that You have not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.

19.5 You understand and agree that you will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to you. You also agree and undertake to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.

19.6 Should you be alleged/convicted in any crime or offence in any country of whatsoever nature, you will immediately inform Our HR and adhere to all the disciplinary procedures as the circumstances may demand.

## **20. Information, Assets and Systems:**

20.1 When you join the Company You may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of Our IT and communication systems and you will be required to use them in accordance with the policies relating to them. We may implement our disciplinary procedure if you fail to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. You should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

## **21. Deduction from Remuneration**

21.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

## **22. Discipline:**

22.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of your Employment Agreement.

22.2 We reserve the right to place you on leave of absence ("Suspension") at any time during your employment, on terms and for periods as we determine appropriate pursuant to applicable laws. This includes (but is not limited to) where we are carrying out investigation and/or disciplinary procedures against you for breach of Terms of Employment or other allied matters.

## **23. Taxes:**

23.1 You shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to you by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to you, as per applicable laws.

## **24. Changes to Your Terms of Employment**

24.1 On matters not specifically covered in the Terms of Employment, You shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on you.

# State Street Syntel Services

A State Street and Syntel Company

24.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, we reserve the right to withdraw and/ or alter their terms without notice at any time. We will exercise reasonable discretion if we change the benefits or exclude you from them.

## **25. Warranty**

25.1 You represent and warrant that You are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits You from fully performing the duties of Your employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

## **26. Entire Agreement**

26.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between you and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between you and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.

## **27. Waiver**

27.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

## **28. Software Related:**

28.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term State Street Syntel Services Pvt. Ltd is deemed to include the Company and all its affiliated group companies

## **29. Intellectual Property Rights:**

29.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company; or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which result's from or are suggested by any work, which the Employee does or may do for the Company.

29.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies nominee, Employee's entire right, title and interest in —

- all Developments;
- all trademarks, copyrights and mask work rights in the developments; and
- all patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).

29.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.

29.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any 'acts and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

**30. Non-solicitation / Non-compete:**

30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.

30.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

**31. Non-diversion of Employees:**

31.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to a persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

**32. Arbitration:**

32.1 Any dispute and/ or difference arising out of or relating to the Employment Agreement (including exhibits attached thereto) including interpretation of its terms will be resolved through joint discussion. However, if the disputes are not resolved by discussions then the matter will be referred to an Arbitrator, who shall be a person nominated by the Company. The proceeding of the arbitration shall be conducted in Mumbai. The decision of the arbitrator shall be final and binding on the parties. The language of arbitration shall be English.

**33. Remedies:**

33.1 Notwithstanding clause 8 above (Arbitration clause), the Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.

33.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

**34. Governing Law:**

34.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Mumbai.

**35. Severability:**

35.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

**36. Clarifications:**

36.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

**37. Notices**

37.1 All notices under this Employment Agreement shall be sent by post and/or email at the following addresses

**For StateStreet Syntel Ser Pvt Ltd**

**4th and 5th Floor, Building # 4, Mindspace-Airoli(SEZ), Thane Belapur Road,, Navi Mumbai-400708,India,Tel:**

**+912241137503, CIN No:U72200MH2004PTC144362.**

**For Ms Priyanka Verma**

**Ganesh Colony Block No. 734,Vasar Road,SAHYADRI NAGAR,Ulhasnagar-5,MUMBAI-421005.**

For State Street Syntel Services Pvt. Ltd



Adarsh Krishna

Date.....

Confirmed and agreed to

Signature.....

Employee Name.....

Date.....



**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

01-Jun-2022

C6673827



*\*For Accenture use only*

**SALONI NAVEEN PREMCHANDANI**

**BK no 1309 room no 1 section 32 Maratha section near Sai chintan apartment ulhasnagar 4 421004**

**Management Level - 13**

**Sublevel - 3**

**Job Profile - Transaction Processing New Associate**

**Job Family Group - Business Process Delivery**

**Business Deal - Contact Center**

Dear SALONI,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Mumbai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) 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 is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your Institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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 the Company are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Version 7.8 March 2022

1

Candidate's Signature

Reference Id: 015d1495-259e-4f18-83d2-f95abee49c35\_2  
Signed By: Jal Rumi Master

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 foregoing 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 employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet upon joining Accenture but no later than six months of your start date in Accenture, failing which Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

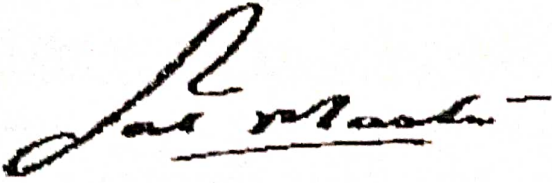
This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be INR 201840 and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the employee application form (EAF) is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

**SALONI**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **priya.varma** at **7208767128** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,



Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED.

Saloni Naveen Premchandani

[Insert full legal name]

Date: 7/6/2022

Candidate's signature Premchandani

**ANNEXURE 1**

Your compensation is as mentioned below:

<b>Total Cash Compensation</b>		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 174000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 174000	INR 201840

<b>(C)#Additional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 2900
Notional Insurance Premium paid by Company	INR 11200

<b>(D)##Additional Discretionary WFH Benefits/Reimbursements</b>	
One-time WFH Assistance reimbursement	INR 18,000/-
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)

<b>(E)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 2600 (discount opportunity with an optional investment of 10% of gross pay and no change in share price)

\*\*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 174000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. 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 IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**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.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory Bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

**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:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 705,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plans allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

a) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

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, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual 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 may be amended from time to time), payable as per the Company policy on your exit

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

- Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

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 above benefits & guidelines.

#### GST Clause:

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.

#### General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

**ANNEXURE 3**

**DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Saloni Navken Premchandani

[Insert full legal name]

Date: 7/6/2022.

Saloni Navken Premchandani



**ANNEXURE 4**

**REQUIRED DOCUMENTATION**

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund 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 which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

*Benehardani*

September 5, 2022

Ref:HDBFS/22-23/HRIC370757/Appt/S96234

Mr.Shakib Mojssam Khan,  
Block No-C-932,  
Ravindra Nagar,  
Kurla Camp Road,  
Nr Krishna Galaxy & Kali Mata Temple,  
Ulhasnagar-421005

Dear Mr.Shakib Mojssam Khan,

**LETTER OF APPOINTMENT**

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SALES EXECUTIVE on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

**Terms and Conditions:**

- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at MUMBAI. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.

**Registered Office :** Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.

- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.
- t) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.

- u) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- v) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than September 20, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

**Yours Sincerely,**  
**For HDB Financial Services Ltd.**



**Smily Mehra**  
**HBL Global - a division of HDB Financial Services Limited.**

**AGREED AND ACCEPTED**



eSigned using Aadhaar  
(Leegality.com - GBBMvKT)  
Shakib Mojssam Khan

Date: Tue Sep 06 13:49:11 IST  
2022

---

**Mr.Shakib Mojssam Khan**

## Annexure A

		Compensation Breakup	
Name	MR.SHAKIB MOJSSAM KHAN		
Role	Sales Executive		
Grade	G7		
Location	Mumbai		
<b>Annual Compensation Break up</b>			<b>HDBFS Monthly</b>
Basic	1,15,500		9,625
HRA	46,200		3,850
Conveyance Allowance	23,100		1,925
Provident Fund (Employer's contribution)	16,632		1,386
<b>Gross Salary (A)</b>	<b>2,01,432</b>		<b>16,786</b>
ESIC (Employer's contribution)-----(B)	5,255		438
Gratuity----- (C)	5,556		463
<b>Total Fixed Compensation (D=A+B+C)</b>	<b>2,12,243</b>		<b>17,687</b>
<b>Note:</b>			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/22-23/HRIC370757/Appt/S96234	

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhaar  
(Leegality.com - GBBMvKT)  
Shakib Mojssam Khan

Date: Tue Sep 06 13:49:11 IST  
2022

**Mr.Shakib Mojssam Khan**

## SPECIMEN

FORM 2 (REVISED)

**NOMINATION & DECLARATION FORM  
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No. :

Office :

Declaration and Nomination Form under the Employees Provident Funds  
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and  
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Shakib Mojssam Khan  
 2. FATHER'S / HUSBAND'S NAME : Mojassam Basheer Khan  
 3. DATE OF BIRTH : 26-Oct-2001  
 4. SEX : Male  
 5. MARITAL STATUS : Single  
 6. ACCOUNT NO : MH / BAN / 49611  
 7. ADDRESS : Block No-C-932,  
 Ravindra Nagar,  
 Ulhasnagar - 421005

**PART - A (EPF)**

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Nasima Khan, Block No-C-932, Ravindra Nagar, Ulhasnagar- 421005	Mother	15 - Aug - 1980	100	No

- \* Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
  - \* Certified that my father / mother is / are dependent upon me.
- (\* Strike out whichever is not applicable.

eSigned using Aadhaar  
(Leegality.com - GBBMvKT)  
Shakib Mojssam Khan

Date: Tue Sep 06 13:49:11 IST  
2022

X \_\_\_\_\_  
SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**PART - B (EPS)****Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Nasima Khan, Block No-C-932, Ravindra Nagar, Ulhasnagar- 421005	15 - Aug - 1980	Mother

\*\*Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Nasima Khan	Block No-C-932, Ravindra Nagar, Ulhasnagar- 421005	15 - Aug - 1980	Mother

eSigned using Aadhaar  
 (Ilegality.com - GSRMUKT)  
 Shakib Mojssam Khan  
 Date: Tue Sep 06 13:49:11 IST  
 2022

Date : 06-Sep-2022

X

(\*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

**CERTIFICATE BY EMPLOYER**

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. \_\_\_\_\_ employed in my / our establishment  
 after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

**For HDB Financial Services Limited**

Place : \_\_\_\_\_

Authorized Signatory

Date :

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

**HDB Financial Services Ltd**

Ground Floor, Zenith House, Keshavrao Khadye Marg,

Opp.Race Course, Mahalaxmi, Mumbai - 400034.



**UNDER THE PAYMENT OF GRATUITY ACT, 1992.  
&  
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972**

**FORM 'F'**  
(See Sub-Rule (i) of rule (6))

**Nomination**

To  
M/s HDB Financial Services Limited  
Ground Floor, Zenith House,  
Keshavrao Khadye Marg,  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

1. Shri / Shrimati / Kumari SHAKIB MOJSSAM KHAN whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.  
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

**NOMINEE (S)**

Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	NASIMA KHAN,Block No-C-932, Ravindra Nagar, Ulhasnagar- 421005	Mother	15 - Aug - 1980	100
2				
3				
4				
5				
6				

## Statement

1	Religion	Islam	
2	Sex.	Male	
3	Name of employee in full.	Shakib Mojssam Khan	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Kapurbawdi-Thane Lake City Mall 4th Flr	
6	Post held with Ticket or Serial Number if any.	Sales Executive	
7	Date of appointment.	06-Sep-2022	
8	Permanent address.	Block No-C-932, Ravindra Nagar, Ulhasnagar - 421005	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Kapurbawdi-Thane Lake City Mall 4th Flr

Date : 06-Sep-2022

eSigned using Aadhaar  
(Leegality.com - GBBMVKT)  
Shakib Mojssam Khan X  
Date: Tue Sep 06 13:49:11 IST  
2022

Signature/Thumb impression of the employee

## Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

Place : Kapurbawdi-Thane Lake City Mall 4th Flr

Place : Kapurbawdi-Thane Lake City Mall 4th Flr

## Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

Designation

For HDB Financial Services Limited



Authorized Signatory

Signature/Thumb impression of the Authorized Signatory

HDB Financial Services Ltd

Ground Floor, Zenith House,  
Keshavrao Khadye Marg  
Opp.Race Course, Mahalaxmi  
Mumbai - 400034.

## Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date \_\_\_\_\_

X eSigned using Aadhaar  
(Leegality.com - GBBMVKT)  
Shakib Mojssam Khan  
Date: Tue Sep 06 13:49:11 IST  
2022

Signature of the employee

Note : Strike out the words and paragraphs not applicable.



## Composite Declaration Form Form -11

(To be retained by the Employer for future reference)

S96234

**EMPLOYEES' PROVIDENT FUND ORGANIZATION**

Employees' Provident Funds Scheme, 1952 (Paragraph 34 &amp; 57) &amp;

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Shakib Mojssam Khan					
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Mojassam Basheer Khan					
3	Date of Birth (DD/MM/YYYY)	26/10/2001					
4	Gender: (Male/Female/Transgender)	Male					
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried					
6	(a) Email Id: (b) Mobile No.:	KHANSHAKIB179@GMAIL.COM 8208181206					
7	<b>Present employment details:</b> Date of joining in the current establishment (DD/MM/YYYY)	06/09/2022					
8	<b>KYC Details</b> (attach self attested copies of following KYCs) a) Bank Account No.:	39220907815					
	b) IFS Code of the branch:	SBIN0012702					
	c) AADHAAR Number:	998431746693					
	d) Permanent Account No. (PAN), if available	ITCPK8023A					
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
11	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - Un-exempted</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>PF Account Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>PPO Number (if issued)</b>
12	<b>Previous employment details [if Yes to 9 &amp;/or 10 above] - For Exempted Trusts</b>						
	<b>Establishment Name &amp; Address</b>	<b>Universal Account Number</b>	<b>Member EPS A/C Number</b>	<b>Date of joining (DD/MM/YYYY)</b>	<b>Date of exit (DD/MM/YYYY)</b>	<b>Scheme Certificate No. (if issued)</b>	<b>Non Contributory Period (NCP) Days</b>
13	<b>a) International Worker:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					
	b) If yes, state country of origin (India/Name of other country)						
	c) Passport No.						
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/> To <input type="text"/>					

**UNDERTAKING**

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account \*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: **06-Sep-2022**  
Place: **Mumbai**

eSigned using Aadhaar  
(Leegality.com - GBBMVKT)  
Shakib Mojsam Khan  
Date: Tue Sep 06 13:49:11 IST  
2022  
Signature of the Member

**DECLARATION BY PRESENT EMPLOYER**

A. The member Mr./Ms./Mrs. \_\_\_\_\_ has joined on \_\_\_\_\_  
and has been allotted PF Number \_\_\_\_\_ and UAN \_\_\_\_\_

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

Date:



Signature of Employer with Seal of Establishment

\* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.



# घोषणा पत्र DECLARATION FORM

Offer Ref # S96234

फार्म-1/Form-1

घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को भली-भांति पढ़ लेना चाहिए। यह फार्म निःशुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size photographs to be attached with the form. This form is free of cost.

(क) बीमाकृत व्यक्ति के विवरण

(A) INSURED PERSON'S PARTICULARS

1. बीमा संख्या/Insurance No.					
2. नाम (स्पष्ट अक्षरों में) Name in block letters	Shakib Mojssam Khan				
3. पिता/पति का नाम Father's/Husband's Name	Mojassam Basheer Khan				
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month	वर्ष Year	5. वैवाहिक प्रास्थिति Marital Status	विवाहित/ अविवाहित विवा M/U/W
	26	10	01	6.लिंग/Sex	पु.म./M.F.
7. वर्तमान पता/Present Address Block No-C-932 Ravindra Nagar Ulhasnagar,Maharashtra पिन कोड Pin Code	8. स्थायी पता/Permanent Address Block No-C-932 Ravindra Nagar Ulhasnagar,Maharashtra पिन कोड Pin Code				
4 2 1 0 0 5	4 2 1 0 0 5				
टेलीफोन नम्बर/ई-मेल पता/ KHANDSHAKIB179@GMAIL.COM	टेलीफोन नम्बर/ई-मेल पता/ 8208181206				
शाखा कार्यालय Branch Office	औषधालय Dispensary				

(ख) नियोजक के विवरण

(B) EMPLOYER'S PARTICULARS

9. नियोजक की कूट संख्या Employer's Code No.			
10. नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	06	09	2022
11. नियोजक का नाम और पता/Name & Address of the Employer			
12. यदि पहले नियोजन में रहे हैं तो कृपया निम्नलिखित ब्योरे दीजिए In case of any previous employment please fill up the details as under.			
(क) पिछली बीमा संख्या (a) Previous Ins. No.			
(ख) नियोजक कूट संख्या (b) Employer's Code No.			
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer			
टेलीफोन नम्बर/ई-मेल पता/e-mail address			

(क) मृत्यु की स्थिति में नकद हितलाभ के भुगतान के लिए क.रा.बी. अधिनियम, 1948 की धारा 71/क.रा.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के ब्योरे।  
(c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	नातेदारी/Relationship	पता/Address
NASIMA KHAN	Mother	Block No-C-932,Ravindra Nagar,Ulhasnagar,421005

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार के सदस्यों में हुए परिवर्तन की सूचना 15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूँ/देती हूँ।

I hereby decalare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर

Counter signature by the employer

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा निशान

Signature /T.I. of IP.

eSigned using Aadhaar  
(Leegality.com - GBBMKT)  
Shakib Mojssam KhanDate: Tue Sep 06 13:49:11 IST  
2022

सील सहित हस्ताक्षर

Signature with seal



(घ) बीमाकृत व्यक्ति के परिजनों का विवरण

(D) Family Particulars of Insured person

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं तो आवास का स्थान दर्शाएं If 'No' state Place of Residence	
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	MOJASSAM KHAN	12-10-1970	Father	Yes			
2	NASIMA KHAN	15-08-1980	Mother	Yes			

क.रा.बी. निगम अस्थायी पहचान पत्र

ESI Corporation Temporary Identity Card

(नियुक्ति की तारीख से 3 महीने तक वैध)

(Valid for 3 month from the date of appointment)

नाम/Name	Shakib Mojssam Khan
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date of appointment 06-09-2022
शाखा कार्यालय Branch Office	औषधालय Dispensary
नियोजक की कूट संख्या व पता Employer's Code No. & Address	

फोटो के लिए स्थान (Space for photograph)
---

वैधता

Validity

तारीख

Dated

eSigned using Aadhaar  
(Leegality.com - GBBMKT)  
Shakib Mojssam KhanDate: Tue Sep 06 13:49:11 IST  
2022

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठे का निशान

Signature/T.I. of I.P.

सील सहित शाखा प्रबंधक के हस्ताक्षर

Signature of B.M. with seal

- फार्म-1 का प्रेषण क.रा.बी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है।  
Submission of Form-I is governed by regulation 11 & 12 of ESI (General) Regulations, 1950
- “कुटुम्ब” से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:-  
अर्थात्:- (1) विवाहिती (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवयस्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति के उपार्जनों पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री, (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति के उपार्जनों पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (ब्योरे हेतु क.रा.बी. अधिनियम, 1948 की धारा 2 के खंड 11 को देखें)।  
“Family” means all or any of the following relatives of an Insured Person namely:-  
(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.
- पहचान-पत्र अहस्तान्तरणीय है।  
Identity Card is Non-Transferable.
- पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।  
Loss of Identity Card be reported to Employer/Branch Manager immediately.
- किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.बी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है।  
Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.
- नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए। विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।  
This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
- बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन चिकित्सा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (महिला कर्मचारी के लिए)।  
As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory cnditions.
- अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।  
For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

## केवल शाखा कार्यालय में प्रयोग हेतु

For Branch Office Use only

- बीमा संख्या आवंटन की तारीख :  
Date of allotment of Ins. No. : \_\_\_\_\_
- अस्थायी पहचान पत्र जारी करने की तारीख :  
Date of Issue of T.I.C. : \_\_\_\_\_
- औषधालय का नाम/संख्या :  
Name /No. of Dispensary : \_\_\_\_\_
- क्या अन्योन्य चिकित्सा व्यवस्था उपलब्ध है? यदि हां, तो उल्लेख करें :  
Whether reciprocal Medical arrangements involved. if yes, please indicate :

शाखा प्रबंधक के हस्ताक्षर  
Signature of Branch Manager

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.	यदि नहीं, तो आवास का स्थान दर्शाएं If No, state Place of Residence
1	MOJASSAM KHAN	12-10-1970	Father	हाँ/Yes	कस्बा/Town
2	NASIMA KHAN	15-08-1980	Mother	हाँ/Yes	राज्य/State

**06<sup>th</sup> January 2023**

**Dear : Shiddesh yadav**

We are pleased to inform based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **CONNEQT Business Solutions Limited** Offices / Centre for a period of **4** weeks. You shall report to the training on or before **06<sup>th</sup> January 2023** for the training, failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the Scheme of training of the Company, which is aimed at making you employable. If you do not clear the test post training, the training period may be extended for a further period up to one month.

During the period of training, you will be placed in different work locations of the company and your first placement for training will be **THANE**. You will undergo on the job training under the supervision of designated supervisors, told to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the Company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the Management, the opportunity given for training will be discontinued and you shall have no claim whatsoever on the Company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you found false or incorrect, your training will be terminated without notice and or payment in lieu of notice.

The Company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the Company from time to time.

If you undergo training regularly on all the working days of the Company, you would be eligible for the weekly offs / Leaves as per the Company policy.

You shall follow the same working days, working hours and holidays of the Company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the Company reserves its right to claim compensation from you.

You may discontinue the training by giving seven days' to the Company and similarly, the Company may discontinue your training by giving seven days' notice.



At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the Company, your training will be discontinued without any notice and payment in lieu thereof.

During the period of training you will be paid Stipend of **Rs 4400.00** per month / **Rs 4400** Per on the successful completion of the training imparted to you . You will be covered under ESI Scheme.

On successful completion of training, at the discretion of the Management, you may be offered a **Customer Care Executive** position as a <<**Trainee Probationer**>>. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards.

**For CONNEQT Business Solutions Limited.**



**Tony Jacob Joseph**  
**Assistant Vice President – Human Resources.**

I hereby read and fully understood the terms of my training letter.I hereby accept the terms of my training.

Signature :

Name :

Date :







## Abhinav Institute of Technology & Management

Plot No-29, Sainath Nagar, Near Siddhivinayak Mandir, Nigadi, Pune - 411044.  
Website : [www.abhinavinst.com](http://www.abhinavinst.com)

Feb 05, 2022

Reference No:35673

### Letter of Intent

Dear **arti paswan**,

We are happy to announce that you have been selected for the position of “**CUSTOMER SUPPORT REPRESENTATIVE**” (395) on the LEARN & EARN Scheme of Govt of Maharashtra under the Apprenticeship Act 1961 as per GR No. TDE 2017/(188/17)VC 3, at Eureka Outsourcing Solutions Pvt. Ltd.

Your date of joining/induction would not be later than **Feb 05, 2022**.

Your total monthly Take-home salary for this position would be Rs. **12000.0/-**

*(Stipend amount paid would subject to all relevant tax laws)*

We look forward for a long-lasting performance and growth oriented association with you. You are requested to submit the documents listed overleaf on the date of joining for further proceedings. Kindly note that this is an Letter of Intent and your joining would be subject to submission of required documents, verification and training certification. All Original documents required for joining are to be submitted for verification. In case of any irregularity in the Original documents your joining would be put on hold till the final verification.

You will be paid a stipend amount of **Rs. 600.0/-** during the training period.

The training duration for the process would be of **7** days and the stipend will be credited along with your **2nd month salary**. In case you do not pass the certification subsequent to the training you will not be eligible for receiving the stipend amount for the appropriate days. During the training period if you do not report to work for 2 consecutive days without intimation you will be treated as absconding. No Stipend would be payable in such case.

**\*\*Training period can extend by 3-4 working days depending upon the content coverage, and trainees capability in learning the subject matter. The extended period shall form part of the stipend amount stated in the LOI.**

Issued by

**Abhinav Institute of Technology & Management**

*Note: This is a computer generated document. Hence does not require signature.*

## List of Documents Required

### Mandatory Documents

Aadhar Card | Pan Card | 10th mark sheet/passing certificate | 12th mark sheet/passing certificate | Graduation mark sheet/degree certificate | Post Graduation mark sheet/degree certificate | Diploma mark sheet/degree certificate

*In case original documents are not available for S.S.C and H.S.C, a bonafide would be required from School/College.*

### Age Proof

Birth Certificate | Domicile Certificate | Passport | 10Th certificate/School/College Leaving Certificate (with Date of birth)

### Address Proof (Present & Permanent)

Electricity Bill | Passport | Affidavit | Gas Bill | Rent agreement | Telephone Bill (BSNL /MTNL)

### Previous Employment Documents

Appointment Letter | Last Increment Letter | Relieving letter | Experience Letter | Salary certificate | Accepted Resignation Letter from last employer | Last 3 month's salary slip.

### Documents required for Bank Account Opening for Salary transfer

Aadhar Card | PAN Card | 2 passport size photos

### **Terms :**

Loyalty Bonus if applicable would be paid after 90 days from the date of joining in subsequent salary month. Performance Linked Incentive if applicable would be paid on monthly basis as per performance/Attendance/Quality scores.

**Reporting Time :** 09:00AM

**Reporting Office :** Thane-Highstreet

5th Floor, High Street Corporate Centre, Kapurbavadi Junction, Majiwada Thane (W) - 400607. Tel.: +91 22 2530 2400

**OFFER LETTER – ONLY FOR OFFICIAL PURPOSE**

May 17, 2022

Dear **Bhavna Khimani**,

We are very glad to offer you the position of **Operation Executive (Fee Recovery)**.

We welcome you to be a part of our growth journey and expect integrity, professionalism, and commitment towards your designated responsibilities.

In these uncertain times, we look forward to you taking a proactive role in supporting the initiatives and proving accomplishments. We aim to support you in the best of each other's interests. We wish you all the very best and look forward to you, leading your responsibilities with a strong vision.

Please share your kind acceptance in this email to proceed ahead with our due diligence.

**Job Description**

Being an **Operation Executive (Fee Recovery)** is a very responsible job and we aim to support you to increase your expertise furthering your career ahead in times to come.

**A. Job Objective**

Ensuring timely fee recovery by maintaining strong track through follow ups and reminders. Understanding student's payment status and timely solving there queries to maintain the flow of revenue in the organization.

**B. Direct Executions**

1. Managing **Student Fee Follow-ups** for respective programs.
2. Ensuring timely fee payment by students/parents for respective programs.
3. Processing **Fee reminders** through What Sapp, email, and SMS to respective students.
4. Follow up with students over call to understanding their fee payment status.
5. **Processing fee reports** for internal compliance and management.
6. **Solving fee queries of students** and parents on a timely basis.
7. Sharing EMI mails on Fee payments to parents and students.
8. **Sharing admission confirmation** details with students/parents.
9. Supporting Manager on all the activities in the Fee Management Process..

**C. Essential Skills**

1. Excellent communicability and interpersonal skills in language English
2. Open to learning and adopting Institution's culture
3. Creative in imparting knowledge and subject information
4. Professional in practicing ethics and code of conduct

**D. General Office Guidelines**

1. Efficient use of work time – 10.30 am to 7.30 pm. (timing may differ, depends upon the center) 100% availability during working hours when working from home
2. Execution of ethical activities and transparent behavior in the execution of the process/responsibilities
3. Use of professional dress code, language, screen background for online webinar/presentations
4. Ensuring no disturbance is created from your end or environment during an On-call or Online presentation/discussion.
5. Use of CRM / LMS in the most efficient manner to track the progress of the Leads
6. Pro-active intimation to your immediate reporting manager & HR in case of non-working day
7. Use of Email for formal communication. (MS Word, Excel, Email, Internet)
8. Excellent interpersonal and problem-solving skills shared as part of your approach in the counseling or presentations
9. Handling rejection/failures in the most constructive manner and being open to learning and implementing new or innovative methods at the workplace.
10. Abiding all HRM guidelines as stated in the HRM policy document.

**E. Details on your Profile**

1. **Designation:** Operation Executive – Fee Recovery
2. **Date of Joining:** 18<sup>th</sup> May 2022
3. **Salary / Income offered:** 15,000 INR/- Per Month In-hand (Professional Tax of 200 INR will be deducted as per government tax applicability)
4. **Type of Work:** Full–Time
5. **Location:** Thane

**OFFER LETTER – ONLY FOR OFFICIAL PURPOSE**

May 17, 2022

You are required to travel to the other centers / campuses whenever it is required. Conveyance for all official travel shall be reimbursed by the organization unless if no additional conveyance is pre-added in your monthly income.

Post your acceptance to our email; we shall share the schedule for the Training & Induction along with our employment document. You will be on a training period (paid) for a minimum of 7 working days from the date of your joining. Post your joining, submission of the below documents & acknowledgement to the policy (HRM Policy), your appointment letter will be processed within 30 working days.

**Please share the following documents as earliest as possible,**

1. All past Academic Certificates
2. Experience Certificates
3. Income statement for the last 3 months
4. Updated Resume
5. Address Proof
6. Aadhar Card
7. PAN Card
8. 2 passport size clear photograph

**Disclaimer**

The information contained in this document /email - transmission is confidential and may be privileged. It is intended only for the addressee(s) stated above. If you are not an addressee, any use, dissemination, distribution, publication, or copying of the information contained in this e-mail is strictly prohibited. If you have received this e-mail / document in error, please immediately notify us by telephone or e-mail the sender and delete the e-mail from your system or return us back the document.

Strictly Private and Confidential

Date: 27-Sep-2022

To,

Mr. Harsh Sunil Pradhan

102 ,Nandan Residency B-Wing, Moryanagri Ulhasnagar 421004,

”

,

**Subject: Letter of Appointment**

Dear Harsh Pradhan,

This is with reference to your application and subsequent interview you had with us and further to your acceptance of our Offer Letter dated **16-09-2022**. We are pleased to appoint you as an employee in HDFC ERGO General Insurance Company Limited (hereinafter referred to as “the Company”) on the following terms and conditions which will apply while you are on probation or post confirmation :

Sr. No.	Particulars	Description
1.	Designation	Junior Associate - Customer Experience Management
2.	Management Band	E1
3.	Department	Customer Experience Management
4.	Function	Customer Experience Management
5.	Date of Joining (on or before)	27-Sep-2022
6.	Job Location	Mumbai - Bhandup

**1. REMUNERATION AND PERQUISITES**

You will be entitled to the remuneration and perquisites as set out in the Annexure – A to this letter and you will be entitled to the privileges / benefits like Provident Fund, Gratuity, E.S.I.C., etc, as per law and if applicable. Taxability of your salary and benefits shall be as per the Income Tax Act and Rules framed thereunder. You will be entitled to leave/s as per Company’s policy .

**2. PERFORMANCE BONUS**

You shall be entitled for a maximum Performance Bonus of **15 percent** of the fixed Component of your CTC. The actual payout out of this variable component would depend on your individual performance rating and the Company’s performance and will be decided by the Company at its sole discretion. The Performance bonus is paid after completion of financial year to the employee who is on the rolls of the Company and not serving notice period on the date of disbursement. However the employee within purview of Payment of Bonus Act will be entitled to performance bonus upon resignation/termination as per entitlement. .

**3. TAXATION**

You will be liable to pay all taxes and liabilities as required under the Income Tax Act, 1961 and Rules framed thereunder and with the exception of the Company’s obligation under the Indian tax laws to deduct tax at source from your remuneration., The Company assumes no responsibility for your personal tax affairs.

**4. PROBATION&CONFIRMATION**

4.1. You shall be on probation for a period of **6 months** from your date of joining. Unless confirmed in writing, you shall be deemed to continue on probation for a further period of **3 months** and your probation shall continue until confirmed in writing by the Company.

4.2. During the period of your probation or extended probation, the Company would be entitled to terminate your services, without assigning any reason, by giving you one month notice in writing, or payment of one month’s base salary in lieu of such notice. However in case of unsatisfactory performance or conduct detrimental to the Company, you can be terminated without notice or notice pay. In the event of your desiring to leave the services of the Company at any time during the period of your probation or

extended probation, you shall give the Company one month notice in writing, provided that the Company may, at its sole discretion, waive such notice. The management can recover one month salary in lieu of notice.

## 5. TERMINATION OF SERVICE AND RESIGNATION FROM SERVICE

After confirmation, the Company would be entitled to terminate the services, without assigning any reason, by giving **90 Days** notice in writing, or payment of **90 Days** base salary in lieu of such notice. However no notice or pay in lieu of notice shall be payable in case the services are terminated due to non performance or misconduct or any act detrimental to the Company, including any act in the field in public area even not connected with the Company's affairs. In the event of your desiring to leave the services of the Company at any time after confirmation, you shall give the Company **90 Days** notice in writing, provided that the Company may, at its sole discretion, waive such notice. Should you fail to work through the entire notice period the Company shall be at liberty, in addition to any other action that it may take to recover from your salary for the un-served notice period calculated on a pro rata basis on your base salary, it could adjust the same from your dues.

- (a) Further, your services are liable to be terminated during the probation period or post confirmation, without any notice or compensation in lieu thereof if:
- It is found by the Company that you have been convicted in the past a court of law for any act involving moral turpitude or the Company is informed of any previous conviction by a court of law involving moral turpitude and / or if the Company comes to know of any criminal complaint or first information report having been lodged against You which has not been informed to the Company at the time of accepting the Offer for appointment made by the Company.
  - any particulars given by you in your application form or any documents submitted by you, including but not limited to education qualification, previous work experience, last drawn salary, PAN, residential address proof, relieving letter, resignation acceptance letter, or any other documents submitted in support of your credentials, at the time of your appointment are found to be false, incorrect, fabricated or fudged.
  - you are found guilty of dual employment.
  - you violate any of the conditions of service as stipulated in these terms and conditions of Employment, rules and regulations of the Company, policy and processes of the Company. Further, you will also be liable to make good the losses, damages that the company may suffer due to any omission or commission on your part.

You shall, at all times during the employment, adhere to the Code of Conduct and other policies of the Company. The Company reserves its right to take appropriate action, in the event of any breach or violation of the Code of Conduct or any other Policies.

## 6. SUPERANNUATION

You shall automatically retire from the services of the Company on the last day of the month in which you attain 60 years of age.

## 7. POSTING AND TRANSFERS

Your services are transferable to any existing or new department, location, branch city or any other office within India or abroad at the Company's discretion. You will be entitled to benefits under the policy as applicable to you.

## 8. WORKING IN SHIFTS

You may be required to work in shifts or perform extended hours of work as may be necessary and called upon to do so at the sole discretion of the Company. Your remuneration package covers these contingencies and you will not be entitled to any further compensation for shift working or extended working.

## 9. NON SOLICITATION OF CUSTOMERS AND EMPLOYEES

- 9.1. You shall not, directly or indirectly, whether on your own behalf or on behalf of any other person whilst in employment or for the period of 3 months thereafter:
- 9.1.1. seek, canvass, induce or solicit any business or orders from any customer/s of the Company.
  - 9.1.2. solicit, induce or entice away or seek to entice away from the Company any person / employee (whether as an employee, consultant, advisor, etc.) who is and was during the time of your employment associated with the Company.
- 9.2. You will also not, for a period of 3 months after termination of your employment, solicit or entice away or engage from the Company or offer or cause to be offered any employment to any person employed by the Company for whom you have had responsibility at any time during the last 12 months of your employment (whether or not such person would be in breach of their employment or appointment terms).

9.3. You agree that the covenants set out above are separate and severable and are considered by you and the Company to be reasonable and necessary for the protection of the legitimate interests of the Company. You shall indemnify the Company in respect of loss that is caused or may be caused as a result of breach of this covenant by you. In the event of any breach of the terms and conditions of the obligations as stated in this Agreement, without prejudice to the Company's right to claim compensation and damages from you, the Company reserves its rights to initiate appropriate action against you to restrain such breach.

**10. Confidentiality**

- 10.1. During the course of your employment, you may learn or acquire information, which is confidential or proprietary to the Company or its affiliates/clients etc. As a condition of your employment, you will neither during your employment with the Company nor thereafter, divulge any such information to any third person, company or any other organization. Any documents or assets in your possession which contains or embodies such confidential information will be handed over to the company prior to your leaving the services of the Company for any reason whatsoever. Such information may include without limitation documents, accounts, soft copies, computer print outs, etc.
- 10.2. You may receive confidential or proprietary information from third parties subject to a duty on the Company's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of your employment and thereafter, you will not disclose any such confidential or proprietary information to anyone, except as may be required in performing services at the company and consistent with Company obligations under applicable law, and agreement with such third party. You shall not use such information for the benefit of anyone other than the Company or such third party, or in any manner inconsistent with any applicable law governing the Company or the agreement between the Company and such third party.
- 10.3. During the course of your employment with the Company, you will not improperly use or disclose any confidential or proprietary information or trade secrets of your former employers, principals, partners, clients, customers, suppliers, etc., and you will not bring onto the premises of the Company (including its servers, etc.), any unpublished document or any property belonging to any such persons or entities unless such persons or entities have given their consent, and only after disclosing the same to the Company and obtaining consent from Company. You agree not to violate any non-disclosure or proprietary rights agreement you may have signed in connection with any such person or entity.
- 10.4. You hereby recognize and agree that the Company is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, books, hardware, etc. You agree that you shall not in any manner whatsoever, represent and/ or claim that you have any interest by way of ownership, assignment or otherwise in the same.
- 10.5. You shall make reasonable efforts to protect confidential information from unauthorised access or use.
- 10.6. You hereby also confirm that You have disclosed fully all of your business interests in the Company- whether or not it is similar to or in conflict with the business(s) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and You or any of your immediate relatives.
- 10.7. Immediately upon Company's instruction return, delete, erase or otherwise destroy any confidential information contained in computer memory, magnetic, optical, laser, electronic or other media in Your possession or control, which is not capable of delivery to the Company however for such information which is capable of delivery You shall deliver to the Company all such in its possession or control.

**11. Deductions**

- 11.1. By accepting the terms of employment, you authorize the Company to deduct all dues from your compensation at the time of termination of employment. This would include salary in lieu of notice, all debts owed by you to the Company, and loss or damage caused by you, or any other deductions as per Company's policy.
- 11.2. Statutory deductions like EPF, Income tax, Professional Tax, Labor Welfare Fund, etc., would be made as required by the applicable laws.

**12. OTHER TERMS AND CONDITIONS**

- 12.1. This appointment is valid, subject to all information, facts, records and figures provided by you to the Company being accurate. In case any information and record/s provided by you in the Application form and during the discussion with the Company's



- representatives found incorrect or false, your employment will be deemed null and void and the Company reserves its rights to terminate your services with immediate effect. The Company's decision in this respect shall be final.
- 12.2. In case of any investigation initiated by the Company against you, the Company may ask you not to report to the duties, and during which period, you will be entitled to 50% of your base salary.
  - 12.3. In matters not specifically enumerated in this letter, such as provident fund, bonus, gratuity, etc., you will be governed by the respective Laws and regulations and also as per the Company guidelines that may be applicable to your grade of employment.
  - 12.4. Your appointment and its continuance is subject to your being remaining physically and mentally fit.
  - 12.5. You are required to ensure that at all times you will maintain highest ethical and professional standards in your dealings with associates and other people you deal with during the course of employment.
  - 12.6. You shall be liable to make good and pay for any loss caused to the Company by your negligence, default or any breach of rules or operational/administrative instructions as may be issued by the Company from time to time and also liable for damages as well as compensation and also cost of litigation if incurred by the Company.
  - 12.7. You will devote your full time and attention to the discharge of your duties and shall not, without the express written consent of the Company engage yourself in any business / profession, part-time work or employment either directly or otherwise during the employment with the Company.
  - 12.8. You shall not directly or indirectly for a period of 3 months after your resignation or termination from the Company ("termination date") be engaged on your own account or in the capacity of employee, officer, consultant, advisor, partner, principal or Agent, in any Company which carries on any business or venture which:
    - 12.8.1. is or shall be in competition with any of the businesses of the Company with which you are being concerned or involved at any time during the 3 months preceding the termination date.
    - 12.8.2. requires or might reasonably be thought by the Company to require you to disclose or make use any confidential information in order to discharge your duties or to further your interest in any such Company.
  - 12.9. You shall deal with the Company's money, material and documents with utmost honesty and professional ethics.
  - 12.10. It is your responsibility to read, understand and abide by the Company's policies and procedures and the Company's Code of Conduct and Corporate Policies issued from time to time during your employment. You are required and expected to read and understand all of the above and to strictly adhere to the same. The Company reserves its right to take appropriate action, in the event of any breach of the Company's Code of Conduct and other Policies.
  - 12.11. The terms and conditions as laid down in any of the above manuals, handbooks and procedures may be amended by the Company at its discretion from time to time. Copy of the Company's Code of Conduct is enclosed herewith for perusal and confirmation.
  - 12.12. You shall not sign any contract/s or enter into any binding agreement/s, which are outside your defined authority limits on behalf of the Company. You may be authorized from time to time to enter into contracts incidental to the running of the office of the Company with the prior written approval of the Company.
  - 12.13. You shall not pledge the Company's asset and/or make any representations on behalf of the Company unless you are specifically authorized in that regard.
  - 12.14. You shall join us on or before the date specified above. In the event you fail to join the Company on or before the said date, your appointment stands cancelled without any further intimation. This appointment is subject to your reference and credentials check to the Company's satisfaction. In event of any discrepancy found during the reference and credentials check, the appointment will be terminated forthwith without any notice.
  - 12.15. The terms of your employment may be amended at any time by the Company.
  - 12.16. In the event you violate any legal regulations of IRDAI or commit any act whereby the client or Company is put to a loss, the Company will have a right not only to take disciplinary action, including the termination of services but also have a right to recover said amounts of loss as well as damages, penalty and costs incurred for the same.
  - 12.17. Absence for a continuous period of five working days without prior written approval of your superior, (including overstay of leave, training or other similar activity), would be treated as voluntary abandonment of service which may lead to your summary dismissal from the Services of the Company without any notice or salary in lieu thereof.



- 12.18. You will be governed by the Policies and Processes, Rules & Regulations of the Company as applicable (which may be amended or altered from time to time) during the course of your employment. Such policies include without limitation Code of Conduct policy, Acceptable Use of IT Security policy, IT policy and necessary compliance of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, etc.
- 12.19. You hereby agree and confirm that you, either currently or whilst in the employment with the Company, are/will not be directly or indirectly be associated with any political party, failing which, your services are liable for termination.
- 12.20. You and your relative/s / family member/s shall not directly or indirectly deal as a vendor / service provider etc. providing any goods or services to the Company in any manner and / or to receive any money consideration / compensation by whatever name called for such goods/ services etc..
- 12.21. You will indemnify and hold harmless the Company, its directors and personnel at all times from any claims arising out of your acts of omission.
- 12.22. You will inform the Company in writing about any change in your residential address. In the absence of such information, all communications sent to you on the last address given by you to the Company shall be deemed to have been delivered to you.

13. JURISDICTION

This contract of Employment shall be interpreted and governed by the laws of India. In case of any dispute/s relating to your employment with the Company and issues which are required to be resolved in Courts of law and the Courts in Mumbai shall have the jurisdiction

**In accordance with the standard practice of the Company, we expect you to treat the terms of your employment and your compensation as confidential. Disclosure of the same will be treated as breach of trust and will be reviewed seriously by the Company.**

Finally, **Harsh Pradhan**, we very much look forward to welcoming you to HDFC ERGO General Insurance Company Limited and we hope that you will have a long and fruitful career with us. We are sure that you will make a very important contribution to the Company's growth and development.

This appointment letter is being issued in duplicate and we would request you to sign a copy and return it in confirmation of your having understood and accepted the above terms and conditions.

With best regards,

**For HDFC ERGO General Insurance Company Limited**

**Sumit Mukherjee**  
Vice President - Human Resources

**ACCEPTANCE**

I have read and understood the above terms and conditions and I hereby accept this offer of employment and agree to the above terms and conditions of my employment with HDFC ERGO General Insurance Company Limited.

---

Name : Place Date :

## Annexure – A

Name:	Harsh Pradhan		
Designation:	Junior Associate - Customer Experience Management		
Location:	Mumbai - Bhandup	Band:	E1
Department:	Customer Experience Management	Function:	Customer Experience Management

figures in INR per annum

Pay Components ( A )	Amount	Mode of Payment	Remarks
Base Salary	1,02,900	Monthly through Payroll	Fully Taxable
House Rent Allowance	51,450	Monthly through Payroll	Taxability as per applicable IT provisions on HRA
Special Allowance	1,62,103	Monthly through Payroll	Fully Taxable
<b>Total Of A</b>	<b>3,16,453</b>		
Retirals ( B )			
Provident Fund	21,600	Company Contribution	As per the applicable law
Gratuity	4,947	Gratuity as per the Act	As per the applicable law
<b>Total Of B</b>	<b>26,547</b>		
<b>Total Fixed (C) = A+B</b>	<b>3,43,000</b>	<b>Three Lakh Forty Three Thousand Only</b>	
Employee Benefits ( D )			
GTL Insurance	2,540	Payable by Company	Sum Assured of Rs.20 Lakhs for Self
GPA Insurance	945	Payable by Company	Sum Assured of Rs.35 Lakhs for Self
GMC Insurance	14,483	Payable by Company	Sum Assured of Rs.4 Lakhs for Self, Spouse and two dependent children
<b>Total Of D</b>	<b>17,968</b>		
<b>Total (E) = C+D</b>	<b>3,60,968</b>	<b>Three Lakh Sixty Thousand Nine Hundred Sixty Eight Only</b>	
Performance Bonus (F)	51,450	Variable is payable once a year, maximum up to 15% of fixed CTC based upon the individual performance & Company performance subject to an employee remains on payroll with the Company and not serving notice period at the time of disbursement.	
<b>Total Cost to Company (G) G = E+ F</b>	<b>4,12,418</b>	<b>Four Lakh Twelve Thousand Four Hundred Eighteen Only</b>	

## Note:

- a) You may avail the retirement benefits under the scheme of NPS as per the policy.  
b) Total Cost to Company (CTC) is a total of Pay Components, Retirals, employee benefits and Performance Bonus.  
c) As a part of employee benefits, insurance premium is paid by the Company to the concerned Insurer.

**Note :This appointment is subject to reference and credentials check to our satisfaction. In event of any discrepancy found during the reference and credentials check, your appointment will be terminated forthwith without any notice being required to be given to you by us in this behalf.**



**Sumit Mukherjee**  
Vice President - Human Resources

Signature :  
**Harsh Pradhan**

**Date:** 12-Nov-2022

**Ref No:** 204/11/2022

**To,**  
**Mr. Ravi Motilal Kurseja,**

**Address:** Flat No 3013, 3rd Floor, Reliance Residency Victoria Near Shiv Mandir Road,  
Ambernath 421501.

**Dear Ravi,**

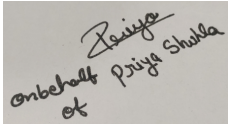
We refer to your application and subsequent interview you had with us. The management is pleased to offer you a position of **“Pre Auth Analyst”** in our organization, on the following terms and conditions:

1. You will join as early as possible as but not later than **‘14<sup>th</sup> November 2022’**.
2. Your annual cost to the company (CTC) will be **Rs. 369686**.
3. You will be on probation for a period of Six months from the date of joining.
4. Your compensation package has been mutually agreed upon.
5. Your appointment is subject to finding you medically fit and on receipt of copies of all your certificates, testimonials and salary details from your existing / previous employer and references from the referees, photo id proof and experience letter from previous employer.

With best wishes and looking forward to a long, happy and mutually beneficial association.

Kindly acknowledge duplicate of this **‘OFFER LETTER’** as a token of your acceptance of our offer.

**For Infinx Services Pvt. Ltd.**



Handwritten signature of Rana Pal in black ink on a grey background. The signature is written in a cursive style and includes the name 'Rana Pal' and the title 'Director'.

**Rana Pal**

**Director – Human Resources**

NAME & SIGNATURE: \_\_\_\_\_

I have read and understood the above terms and conditions and I agree to and accept the same.

Name : Ravi Motilal Kurseja		Designation: Pre Auth Analyst	
Annexure I			
#	MONTHLY SALARY COMPONENTS	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
1	Consolidated Salary	11632	139584
2	House Rent Allowance	5816	69792
3	Personal Allowance/ Special Allowance	3583	42996
4	Canteen Allowance	0	0
5	Education Allowance	0	0
6	Statutory Bonus / Ex Gratia	969	11628
	<b>Gross</b>	<b>22000</b>	<b>264000</b>
7	PF – Employer’s Contribution	1950	23400
8	ESIC - Employer’s Contribution	0	0
<b>A</b>	<b>Total (1 to 8)</b>	<b>23950</b>	<b>264000</b>
	<b>Statutory Components</b>		
b	Gratuity	560	6714
c	LWF	6	72
<b>B</b>	<b>Total Statutory (a to c)</b>	<b>566</b>	<b>6786</b>
<b>C</b>	<b>PERFORMANCE LINKED VARIABLE PAY (Annual/Half Yearly/Quarterly/Monthly as defined in KRA sheet)</b>	1000	12000
<b>D</b>	<b>Grand Total (A+B+C)</b>		<b>306186</b>
	<b>Other Company Benefits</b>		
<b>E</b>	Production / Process Incentives	5000	60000
<b>F</b>	Medical Insurance (GMC & GPA)		3500
	<b>TOTAL ACHIEVABLE AMOUNT(D+E+F)</b>		<b>369686</b>

**Note 1:** The above figure is gross compensation and is subject to the Statutory/ESIC & Other Deductions

- Provident Fund (Employer’s & Employee’s Contribution) / Gratuity / Professional Tax / Income Tax as applicable. Bonus is paid as per Bonus Act. Gratuity is paid after completion of 5 years with company on Retirement or resignation.

**Note 2:** Disbursement of variable Incentive is linked to Individual & Company performance per targets accomplished against mutually set business parameters/goals to be reviewed monthly/quarterly/annually.

**For Infinx Services Pvt. Ltd.**

**Rana Pal**

**Director – Human Resources Received and Accepted by Name & Signature:**

<b>COMPENSATION AND BENEFITS COMPONENTS EXPLAINED</b>		
<b>#</b>	<b>MONTHLY SALARY COMPONENTS</b>	<b>EXPLANATION</b>
1	Consolidated Salary	This is fixed payment made to employees monthly. This doesn't include any variable perquisites, incentives, bonuses or other fringe benefits. Calculated at 35% on total CTC.
2	House Rent Allowance	HRA is 50% of their basic salary.
3	Personal Allowance/ Special Allowance	All other balance payment as per CTC entitlement will be covered under this component. This is Taxable component.
4	Education Allowance	A tax-free component contributed towards education of employee's children
5	PF – Employer's Contribution	Contribution of 12% of basic salary + EDLI and Admin Charges from employer and Contribution of 12% of basic salary from employee.
6	ESIC - Employer's Contribution	Employee State Insurance Corporation (ESIC) is deducted on gross salary which is 0.75% from the employee contribution & 3.25% from the employer contribution.
<b>OTHER BENEFITS</b>		
a	Food Coupons	Meal Pass per month would be issued against this component and is governed by IT rules. This is Tax free component.
b	LTA	LTA is tax exempted to the extent of bills submitted for reimbursement. Up to maximum of economy class air fare for local travel twice during a four-year period as per Income Tax rules.
c	Statutory Bonus	As per Bonus Act. Paid yearly.
d	Gratuity	Gratuity to be paid as per Payment of Gratuity Act 1972
<b>C</b>	<b>PERFORMANCE LINKED VARIABLE PAY</b>	Disbursement of variable Incentive is linked to Individual & Company performance per targets accomplished against mutually set business parameters/goals to be reviewed monthly/quarterly/half yearly/annually as defined in KRAs.
<b>D</b>	<b>Medical Insurance (GMC &amp; GPA) *</b>	Benefit provided as per the grade GMC covers SELF+SPOUSE+2 CHILDREN (up to 25 years) – Cover up to 4 LAKHS GPA cover for self, up to 7 LAKHS



Date :4 July 2020

Shashi Patel

Ulhasnagar

Thane-421005

Sub: Employment Letter

Dear Shashi,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **Customer Service Associate** in the Collections with CONNEQT Business Solutions Limited (The Company) with effect from 6 July 2020 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 162156.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 183600.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 6 July 2020. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Kasarwadvi Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Raj', is written over a horizontal line.



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter,(by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in black ink, appearing to read 'Tony Jacob Joseph', is written over a light blue horizontal line.

Tony Jacob Joseph

Assistant Vice President - Human Resource

I accept the terms of this letter

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Name Shashi Patel  
Grade 1A  
Designation Customer Service Associate

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
<b>A. Fixed Pay</b>		
Basic Salary	4655.00	55860.00
House Rent Allowance	3259.00	39108.00
Conveyance Allowance	1600.00	19200.00
Other Allowance	1611.00	19332.00
Advance Statutory Bonus	388.00	4656.00
Collection Skill Allow	2000.00	24000.00
<b>B. PERFORMANCE INCENTIVE:</b> This will be payable on a monthly basis. The payout shall vary from 0% to 200% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation( 100%)	0.00	0.00
<b>C. MONTHLY GROSS (A+B)</b>	<b>13513.00</b>	<b>162156.00</b>
<b>D. BENEFITS</b>		
<b>PROVIDENT FUND - Company Contribution</b> (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	944.00	11327.00
<b>GRATUITY</b> (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	224.00	2688.00
<b>ESI - Company Contribution</b> (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.	439.00	5268.00
<b>Insurance</b> (You will be covered under insurance as per the company policy and can change as per the management discretion)	180.00	2160.00
<b>E. TOTAL COST TO COMPANY (C + D)</b>	<b>15300.00</b>	<b>183600.00</b>
<b>F. Employee Contribution</b>		
<b>PROVIDENT FUND - Employee Contribution</b> (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident F und Contribution. As per the act, you will contribute the same amount as employee contribution)	944.00	11327.00
<b>ESI -Employee Contribution</b> (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the	101.00	1216.00

Provident Fund contribution will be recovered from your wages + Other allowance + Food coupons + Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.



I accept the terms of this letter



### Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

A handwritten signature in black ink, appearing to read 'Raj', is written over the signature line.



Date: 07-JAN-2023  
Ref No: 178147

**Viresh Reddy**  
Opp Block Number-741, Near Chocolate Company Opp Icha Purakh Palace, Sahyadri Nagar

**LETTER OF APPOINTMENT**

Dear **Viresh**,

We take great pleasure in extending an offer to you to be a part of Kotak Mahindra Bank. We welcome you to the bank, which values and embraces qualities based on simplicity, prudence, humility and integrity.

When you sign this letter, you would have agreed to be a part of the Kotak family and uphold the 'Kotak DNA'. Kotak DNA includes our values, norms, ideology, beliefs, character, personality, and culture originated by our founding team at Kotak and has evolved over the years with new members joining. Our DNA is what defines the firm, and is the most powerful driver of our performance, which differentiates us from others in the industry.

Please find enclosed the Appointment letter.

We wish you a long and enriching career with Kotak!

In case of any queries please feel free to write to us on [onboarding.helpdesk@kotak.com](mailto:onboarding.helpdesk@kotak.com)

**Signature Not Verified**

Digitally signed by MANOJ PRABHAKAR PHADNIS  
Date: 2023.01.07 13:11:54  
IST

-----  
**Manoj Phadnis**  
Executive Vice President – Human Resources

-----  
**Viresh Reddy**

**Kotak Mahindra Bank Ltd.**  
CIN: L65110MH1985PLC038137

Kotak Infinii, Building No. 21,  
Zone 4, 2nd Floor, Infiniti Park,  
Off Western Express Highway,  
General AK Vaidya Marg,  
Malad (E), Mumbai 400097,  
Maharashtra, India.

T +91 22 66056825  
F +91 22 67259071  
[www.kotak.com](http://www.kotak.com)

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.



Date: 07-JAN-2023  
Ref No: 178147

**Viresh Reddy**

Opp Block Number-741, Near Chocolate Company Opp Icha Purakh Palace, Sahyadri Nagar

Dear **Viresh**,

We are delighted to appoint you as **Assistant Manager, M1** with effect from **09-JAN-2023**, or from your date of reporting to work whichever is earlier. This letter of appointment will cease to have effect if you do not join by **09-JAN-2023**.

1. **Remuneration** - The details of your remuneration are enumerated in Annexure A. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of **Kotak Mahindra Bank Limited** (herein referred to as the Bank).
2. **Location** - You will initially be posted at our office at **Kotak Mahindra Bank Ltd ,0658-Mumbai - Ghatkopar (East)-MAH**, but you may be deputed at any other office / branch of the Bank or any of its associate companies or any other location and your services are liable to be transferred to any subsidiary or associate or affiliate company. As a Kotakite, you will perform such duties as are assigned to you by the Bank from time to time relating to the position to which you are now appointed and to which you may be transferred/ promoted in future.
3. **Conditions of appointment:**
  - 3.1 Your appointment is subject to your providing, inter alia:
    - a. A relieving letter from your previous employer relieving you from your duties.
    - b. A copy of the last pay slip from the previous employer.
    - c. Proof of date of birth.
    - d. Photocopies of Qualification documents
    - e. The Bank's application form complete with photograph.
    - f. Proof of identity (either Adhaar card, passport or voter's id)
    - g. Satisfactory Background Verification report conducted by the Bank upon your joining.
    - h. Copy of AMFI/NISM certification (if applicable)
    - i. Copy of IRDA certification (if applicable)
  - 3.2 Your appointment is also subject to your submitting a 'self- certified medical fitness declaration', format of which will be issued by the Bank.
4. **Probation** - Your appointment is subject to a probation period of **12 Months**. Permanent placement with us is contingent upon your successful completion of the probation. During this period, your employment may be terminated by the Bank or by yourself by giving 1 months' notice to the other.
5. **Working hours, Leave and Holidays:**
  - 5.1 You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time or in case your role determines, you may be required to work remotely either fully or partially, or full time from office or field working, as per the Bank's 'Remote Working' policy and 'Shift Allowance' policy.
  - 5.2 As a Kotakite and in view of your position and role, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours when the job so requires.
  - 5.3 The hours of work, holidays and paid leave will be in accordance with the Bank's rules and policies. Please note, that if you absent yourself from the services of the Bank without prior written permission of the appropriate authority or overstay sanctioned leave, for the number of days defined in the absconding clause of the Bank's 'Exit Policy', you will be deemed to have abandoned the services of the Bank and your services shall be liable to be terminated by the Bank forthwith.
  - 5.4 Absence from work or disability in performing your duties beyond the period of leave to which you are entitled to under the rules, shall be at the discretion of the management, and the same will be without any remuneration. You shall faithfully observe all the rules and regulations of the Bank and comply with all reasonable orders of your managers and attend to your duties punctually at such place or places, as you may be required.
6. **Governance and Code of Conduct:**
  - 6.1 As a Kotakite, you shall abide by the Kotak "Code of Conduct" which is built over 4 Pillars of Care, upholding the foundation of Trust. The 4 Pillars are:
    - a. Care for my Colleagues – You shall ensure that you foster equal opportunity, observe diversity and inclusion, create a harassment free and productive workplace. You shall refrain from financial dealings between colleagues, relatives and others and ensure disclosure of personal relationships and relatives from time to time as mandated under the policy.

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- b. Care for my Customers, Partners, investors and Public – According to this pillar you are expected to be sensitive and always act in the interest of Kotak and ensure that any business or personal association including close personal relationships which you may have, do not create a conflict of interest with your role and duties in Kotak or its operations. You owe a sense of loyalty to Kotak by the fact that you have voluntarily accepted employment with Kotak. This duty carries obligation that refrains you from placing yourself in a position that could produce a conflict between your self-interest and interest of Kotak. This includes dealing with gifts and favours, encouraging anti-bribery and corruption free business, anti-money laundering, prohibiting financial interests and declaring the same, disclosing personal investments and avoiding insider trading, personal lending and control on borrowing.
  - c. Care for my Company Assets – You shall protect Personal, Confidential and Proprietary Information of Kotak and its employees, customers, partners, etc., safeguard Material Information and Non-Public data and Information. You shall maintain confidentiality in office areas and when you are working remotely. You shall practice accurate record keeping and operate within the delegation of authority.
  - d. Care for my Company Reputation and Community – You shall follow defined protocols on engaging with Press, Digital, Social Media Relations and other engagements including Government and Political Involvement or lobbying. You shall procure valid licenses and copyrights. You shall exhibit responsibility towards community and environment and ensure you follow protocols on respecting human rights.
- 6.2 Besides, you must also abide by all other internal policies, rules and procedures, as implemented from time to time throughout the term of your employment. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees' through various communication channels. You will be governed by the same from time to time as and when the said changes are made. It is your responsibility to keep yourself updated with the changes, read and comply with the same.
- 6.3 Since the nature of your work requires you to handle confidential information, you shall not, at any time during your employment or after your separation from the Bank, without the prior consent of the Bank in writing, divulge, directly or indirectly, any confidential, proprietary, material and non-public information related to the Bank for any purpose whatsoever.
- 6.4 You shall not without prior consent of the Bank in writing, which will not be unreasonably withheld, publish any book or brochure or article or blog/vlog or use social media, concerning any matter, which relates to any activity of the Bank.
- 6.5 In case of violation of the Code of Conduct and/or any other Bank's policies, rules and regulations, the Bank reserves the right to take appropriate action. Apart from this, if any financial loss is caused to the Bank due to proven acts of misconduct committed by you, such financial loss caused to the Bank, can also be recovered from your terminal benefits and/or from any other relationship maintained by you with the Bank.
7. **Declarations and mandatory certifications** - On joining, and thereafter every year and whenever required by the Bank, you must fill and sign declaration modules applicable to you from time to time. You must also comply with all mandatory training modules and get certified from time to time. Likewise, you must update disclosures proactively every time there is a change during your employment with the Bank.
8. **Separation:**
- 8.1 **Superannuation** - The age of superannuation i.e. the age of retirement will be as per the Bank's 'Exit policy'. Your date of birth has been recorded as **05/06/2000** in the records of the Bank.
  - 8.2 **Notice Period** - Subject to the right of the Bank to terminate your services in accordance with clause 8.3, it may be terminated either by the Bank or yourself by giving **3 Month(s)** notice to the other. The Bank alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated as per Bank's 'Exit policy'.
  - 8.3 Your employment can be terminated by the Bank, without any notice or payment of any kind in lieu of notice, in the following cases:
    - a. Any incorrect information furnished by you or on suppression of any material information and/or;
    - b. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this letter of appointment or a violation on your part of any of the Bank's rules and policies and/or;
    - c. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude and/or;
    - d. You being convicted of a serious criminal offence or a criminal offence which, in the Bank's opinion compromises your ability to perform your duties; and/or;
    - e. The results of any background/reference checks or searches conducted by the Bank are found to be unsatisfactory in the opinion of the Bank in its absolute discretion and/or;
    - f. Any misconduct pertaining to moral turpitude, riotous/disorderly behavior, theft, misappropriation, conviction by any court of law and/or;
    - g. Any act or omission, which could be construed as loss of confidence in you by the Management and/or;
    - h. Any act subversive of discipline or any conduct prejudicial to the interest and reputation of the Bank.
  - 8.4 **Garden Leave** – While serving notice, the Bank may require you to take Garden Leave, at the sole discretion of the Management, for all or part of the remaining period of employment. Garden leave may be applicable if you are in grade M5 and above, under certain circumstances or if you are working in sensitive roles, as defined in the Bank's 'Garden Leave Policy'.

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- 8.5 **Inducing/influencing an employee to leave** – Whilst you are in service of the Bank or upon your separation, you will, not directly or indirectly, either on your own account or on behalf of or in conjunction with any other person, firm or company induce/influence or attempt to induce/influence any employee of the Bank, to leave the employment of the Bank. Failure to observe this would be considered as a breach of contract on your part.
- 8.6 **Joining Competitor** – As per the 'Exit policy', on your separation from the Bank you will declare if you are joining any Banking or Financial Services Company.
9. **Jurisdiction** - If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed excluded to that extent, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.
10. This appointment letter shall be governed by, and construed in accordance with, the laws of the Republic of India. Courts of Mumbai shall have exclusive jurisdiction in respect of any disputes arising at out of or in connection with this contract.
11. This letter constitutes the entire understanding between you and the Bank relating to your employment by the Bank and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This appointment letter may be amended by a subsequent written agreement between you and the Bank.

You are requested to send us a copy of this letter signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a long and happy career with us.

Yours faithfully,

For **Kotak Mahindra Bank Ltd.**,

**Signature Not Verified**

Digitally signed by MANOJ PRABHAKAR PHADNIS  
Date: 2023.01.07 13:11:54  
IST

**Manoj Phadnis**  
**Executive Vice President – Human Resources**

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

-----  
**Viresh Reddy**

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**Annexure – A**

<b>Compensation Structure</b>					
	<b>Components</b>	<b>P.M.</b>	<b>P.A.</b>	<b>Frequency</b>	<b>Remarks</b>
<b>a. Basic</b>	Basic Salary	15,000	180,000	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any)
<b>b. Housing</b>	House Rent Allowance	7,500	90,000	Monthly	Upto 50% of Basic Salary
<b>c. Allowances and Benefits</b>	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: <a href="#">Health to the power infinity</a>
	Statutory Bonus	3,000	36,000	Monthly	Payable as per Payment of Bonus Act
	Professional Allowance	7,649	91,792	Monthly	Paid out as a supplementary allowance
<b>d. Insurances Premiums</b>	Medicclaim		7,750	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. More details in Kotak Mediclaim Policy. Policy is renewed in April every year. Voluntary top-up and parents policies cover premium is paid by you.
	Kotak Term Life + GPA		2,200	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher Refer Term Life Insurance Policy & Group Personal Accident Policy.
<b>e. Retirals</b>	Contribution to Gratuity Fund		8,658	Annual	This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, exgratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years.
	Contribution to Provident Fund		21,600	Annual	Company's contribution towards PF @ 12% of Basic
<b>f. Total Fixed Pay (a+b+c+d+e)</b>		34,149	450,000		
<b>Other Benefits</b>					
<b>Role Based Allowances/ Benefits</b>	<ul style="list-style-type: none"> <li>- <b>Shift Allowance</b> - for employees working in shift as per Shift Working policy</li> <li>- <b>Reimbursement towards Remote Working expenses</b> - for the roles as per Remote working Policy.</li> <li>- <b>Corporate Mobile SIM</b> - for the roles as per Mobile Policy</li> <li>- <b>Corporate Credit Card</b> - In case your role and grades defined as per Corporate Credit Card policy</li> <li>- <b>Laptop/ Desktop</b> - as per the role eligibility and company policy.</li> </ul>				
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>- <b>Emergency Loan</b> - Refer to Emergency loan policy for eligibility amount and other details.</li> </ul>				

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**EMPLOYMENT OFFER LETTER**

Capgemini Ref: 6664572/1603236,

01/05/2023,  
Kaveeta Sunil Sugandhi.

samatanagar 1 kurlacamp block no 102 nr Ulhasnagar  
Mumbai, Maharashtra  
India.

**Confidential**

**Dear Kaveeta Sunil Sugandhi,**

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **01/06/2023** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Associate/A2**.

B) You will be required to work at the Company's offices in **Mumbai**.

C) You have to report by 9:00 A.M. at **Mumbai IN** office to complete your on-boarding and joining formalities. In this regard, you may contact security at the main gate for your entry pass at:

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

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 226,272.00 (Rupees Two Lakh Twenty Six Thousand Two Hundred and Seventy Two only )**, which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. The Company shall deduct tax at source at the time of making payment.

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

Associate

Total Cost to Company (CTC).

Rs.226,272.00

Monthly Components	Per Month	Annualized
Basic	Rs.12,286.00	Rs.147,432.00
House Rent Allowance	Rs.614.00	Rs.7,372.00
Advance Statutory Bonus	Rs.2,457.00	Rs.29,486.00
<b>Gross monthly salary</b>	<b>Rs.15,358.00</b>	<b>Rs.184,290.00</b>
<b>Statutory payments ++</b>		
Company's contribution to PF *	Rs.1,474.00	Rs.17,692.00
Gratuity (accrual only)		Rs.7,091.00
<b>Total Fixed Compensation</b>		<b>Rs.209,073.00</b>
<b>Total Cash Compensation</b>		<b>Rs.209,073.00</b>
<b>Benefits</b>		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Company's contribution to ESI		Rs.5,989.00
<b>Total Cost to Company</b>		<b>Rs. 226,272.00</b>

**Note:**

1. The payroll processing will be as per Company policy notified from time to time.
  2. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
  3. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
  4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- \* Employee's contribution towards PF and ESI will be made from the monthly salary as defined by Law.
- The Benefits (Accidental & Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

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

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.

Note: In the event you are not citizen of India, International Worker (IW) or Overseas Citizen of India (OCI), your PF contribution as mentioned above shall be remitted as stipulated by the Government of India from time-to-time.

2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) You shall be eligible for following additional one-time payouts:

- **Retention bonus:** On successful completion of **two years** from the date of joining you would be entitled to receive a retention bonus of **INR. 50,000/- (Rupees Fifty Thousand Only)** and will be fully taxable. This amount is fully recoverable if you leave the organization within 12 months from date of payout.

H.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

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

J.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
  - a. You will submit relevant documents as mandated by the Company.
  - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
  - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
  - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
  - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
  - f. You provide two satisfactory references, one being from your most recent employer(s) (prior to joining Capgemini).
  - g. Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company is cleared; and
  - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
  - i. If you are a IW / OCI your employment with the Company is subject and coterminous to valid employment VISA/ employment permit as applicable (conditions, tenure and other terms as may be applicable) for the purpose of employment during your term of employment with the Company. You are required to fulfil all the compliance pertaining to the same including but not limited to the compliances with FRRO and intimate the Company within 2 working days.
2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise failed to disclose any information about your past employment, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

K.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Caggemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Caggemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Caggemini Technology Services India Limited



Salil Mathew

Head - Talent Acquisition

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Caggemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

---

Name: **Kaveeta Sunil Sugandhi**

Date: **01/05/2023**

## EXHIBIT 1

### Terms & Conditions of Employment with Capgemini Technology Services India Limited

#### **1. CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

#### **2. DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

#### **3. COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

#### **4. TRAINING:**

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

#### **5. COVENANTS AND REPRESENTATIONS:**

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.



5.15 You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

#### **6. CONFIDENTIALITY:**

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

## 7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

#### **8. CONFLICT OF INTEREST:**

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

#### **9. RETIREMENT/TERMINATION:**

##### a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

##### b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labor laws and/or in the Company policies.

- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

**10. LIMITATION OF LIABILITY AND INDEMNITY:**

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

**11. MISCELLANEOUS:**

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.



**CONSENT LETTER**

**For use of Personal Information & Sensitive Personal Data or Information**

I, \_\_\_\_\_ residing at \_\_\_\_\_, do hereby provide my express consent to my employer, Caggemini Technology Services India Limited having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
  - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
  - b) payroll processing agencies for processing my payroll (including reimbursement claims),
  - c) law enforcement agencies,
  - d) to comply with a judicial/quasi-judicial order,
  - e) auditor (including internal auditors, statutory auditors or Caggemini clients or their auditor) for the purpose of audit,
  - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
  - g) service providers providing services for biometric access to office premises for monitoring attendance,
  - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
  - a.) affiliates of the Company for administrative purposes and/or audit;
  - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name: **Kaveeta Sunil Sugandhi**

Signature:

Date:

**ANNEXURE I (A)**

**Joining Documents**

Please carry two set of photocopies along with the original documents for verification as mentioned below:

**I. Academic qualification (Highest qualification as applicable):**

- Highest Academic Qualification – all semester marksheet and certificates
- Provisional Certificate OR Convocation OR Degree certificate
- If Applicable- Diploma/ Completion Certification(s) for specialized courses

**II. Employment experience related documents( As applicable):**

- a. Current Employer  
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
  - Resignation acceptance letter OR Email confirmation from the HR (official domain) OR Relieving Letter AND Experience Certificate
  - Pay slips for last 3 months

b. Previous Employer(s)

- Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date and end date of your employment (s))

**III. Mandatory Documents**

- UAN card copy with KYC as "YES" ( not required for freshers)
- E-Aadhar card copy
- Passport size photograph – 4 copies (white background)

**IV. Proof of Identity (Any two):**

- PAN Card (Mandatory)
- Valid Passport – All pages
- Driving License
- Voter's Id



## ANNEXURE I (B)

### Background Verification

#### Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc. whichever is higher)
- Professional Experience & Employment(s) Credentials.
- Database
- Court Record (as applicable)

Note: Based on certain business requirement and statutory rules, Capgemini may initiate additional checks during your tenure in the organization. By accepting this offer you agree to undergo such additional checks as required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents whenever the insufficiency is intimated to avoid delay in onboarding and completion of BGV.

**\*\*\* You are required to submit all the documents at the earliest from receiving this Offer and the NES falling to which offer will be revoked \*\*\***

Fill the standard application form by clicking the New Employee Wizard (NES) link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>). (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days, please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload the scanned copies of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet.
- Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE **is not considered.**
- Experience letters and relieving letters for last 5 years of employment as applicable

Please note, should you provide any other additional document than the aforesaid, the Company shall not be held responsible for the same.

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers for last 5 years of employment as applicable
- These letters should clearly mention your date of joining & last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to upload the original experience/relieving letter in the Background verification Application (Link available on E-mail) not later than 45 days of your joining\*\*\*

- Campus Hire: For current year pass outs, mandate documents (Final year marksheet/consolidated marksheet and Provisional certificate) to be shared within 60 days of joining Capgemini".

#### Court Verification Forms

- Court Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms will be shared with our empaneled BGV vendors. As part of the verification process, you may be requested to support with verification which could include police and court checks. The forms are further submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence for verification; alternatively, they may also call you or ask you to visit the nearby Police Station.

**\*\*\*You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked\*\*\*\***

#### Important points to note:

- In an event you fail to upload the required pending documents in the BGV tool within 7 Calendar days / within 3 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini may take disciplinary action which inter alia includes termination from service without notice..

**\*\*\*In case your last employer does not provide experience letter, the relieving letter is accepted as an alternate document. Please ensure that the relieving letter has last working day clearly mentioned.**

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

**In the absence of the above listed documents your onboarding may be delayed or deferred.**

Best Regards,  
Team HR

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**TRAINING AGREEMENT**

This Training Agreement ("Agreement") is made and executed on \_\_\_\_\_, \_\_\_\_\_ at by and between:  
Mr./Ms. \_\_\_\_\_  
S/D/oMr./Mrs. \_\_\_\_\_, having employee id no \_\_\_\_\_, permanent  
resident \_\_\_\_\_ of \_\_\_\_\_, and \_\_\_\_\_, presently \_\_\_\_\_ residing \_\_\_\_\_ at \_\_\_\_\_  
(hereinafter referred to as the "**Employee**");

And

**Cappemini Technology Services India Limited**, a company incorporated under the Companies Act, 1956 with its registered office at Block Godrej IT park, Godrej & Boyce Compound, LBS Marg, Vikhroli West, Mumbai – 400079, India (hereinafter referred to as the "**Company**"), which expression shall unless excluded by or repugnant to the context, be deemed to mean and include its successors and assigns);

The Employee and the Company are also referred to as the "**Party**" in the singular and as the "**Parties**" in the collective.

**WHEREAS:**

A. The Company is an entity engaged in the business of providing Information Technology, Software development and Outsourcing Services for the purpose of attaining its objects, the Company requires Employee to be employed to further the business of the Company.

B. The Employee has been offered employment with the Company vide an Employment Offer Letter and Exhibit 1 dated \_\_\_\_\_ (the "**Offer Letter**") issued by the Company to the Employee. The Employee has agreed to be bound by the terms and conditions in the Offer Letter.

C. Pursuant to the terms of the Offer Letter, to meet the requirements of employment, the Employee is, as a condition of employment with the Company, required to undergo necessary and specialized training and/or on-the-job skill enhancement (under expert guidance) in Outsourcing Operations as necessary and/ or relevant to Employee's duties and responsibilities at the Company. Further, the Employee understands and has agreed that he/she is required to clear the mandatory "Final Assessment" and/or any other certification test as will be prescribed by the Company. The said training and on-the-job skill enhancement is hereinafter collectively referred to as **Training**.

D. The Company has a reasonable expectation that the Employee will apply on the job knowledge and skills learnt by him as a result of the Training, as well as share this knowledge with other employees, whenever possible, to maximize the positive impact of the skills learnt as part of the Training in their work environment.

E. Considering the significant investment that Training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the Employee will not resign or cause to terminate his / her employment with the Company before the cost of the Training is amortized. Accordingly, the Employee as such has agreed to continue employment with the Company for a minimum period as set out in this Agreement.

**NOW THEREFORE**, in consideration of the foregoing and the respective representations, warranties, covenants and agreements set forth herein, and other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. The Employee confirms that the employment and Training are beneficial to the Employee and that the provisions of this Agreement are fairly and reasonably required for protection and preservation of the interest of the Company, and is not penal in nature.

2. The Employee agrees that the Agreement is necessitated on account of the fact that the Employee has to undergo Training at the Company's cost, expense and time to acquire necessary technical and professional skills required for discharging duties and responsibilities as an employee, and the Employee hereby agrees to undergo and accept the Training as arranged by the Company as per terms and conditions of the Offer Letter and this Agreement. The Employee acknowledges that the Training shall immensely benefit and assist the Employee not only in his/her job duties and responsibilities at the Company but shall also significantly enhance his/her career prospects, both at the Company and outside of it.

3. The Employee hereby acknowledges and agrees that the Training will entail significant expenditure to the Company, including but not limited to, computer time, instructor time, supervisory time, software costs, travel and accommodation, the setting up and maintenance of general and special facilities for Training as well as for on-the-job skill enhancements, apart from the Employee's recruitment costs and salary & benefits during period of Training. For the purposes of this Agreement, the Training costs and related expenses are estimated by the Company to be **INR 120000 (Rupees Rupees One Lakh Twenty Thousand Only) ("Training Costs and Expenses")**, which is hereby accepted and confirmed by the Employee.

4. The Employee agrees that as part of the Training, the Employee will study with all due care and diligence to the best of the Employee's ability and abide by and confirm to all the rules and regulations, policies, Terms and conditions of the Company in regard to Training hours, holidays, discipline and other conditions of the employment and/or Training or any directions given to Employee by the authorized representatives of the Company.

5. The Employee further agrees that during the period of Training, the Employee will abide by the instructions of the authorized representatives of the Company under whom the Employee may from time to time be placed. The Company reserves to itself the right to modify or vary, the content and/or period of the Training, without assigning any reason whatsoever.

6. In consideration of the expenses incurred by the Company for the Employee's Training, enhancement of skillsets and other good and valuable consideration, the receipt of which is hereby acknowledged by the Employee, the Employee agrees to serve in employment of the Company for a minimum period of Twenty Four (24) months (the "Commitment Term") from the date of the Employee joining the Company as an employee ("Joining Date"). Even if the Employee commits an act or omission with the intent to deliberately cause the Company to terminate his/her employment ("Employment Cessation"), the Employee shall be deemed to be in breach of the above obligation and the Commitment Term.

7. The Parties agree that Commitment Term represents the minimum period by which the Training Costs & Expenses would be amortized by the Company.

8. The Employee is aware that the Company has employed the Employee in view of the Employee's commitment to remain in the Company's employment during the entire Commitment Term and signing of this Agreement. The Employee recognizes and accepts that the Company would be put to substantial disadvantage, inconvenience, loss, etc., in the event of the Employee not serving the entire Commitment Term.

9. Accordingly and notwithstanding anything to the contrary:

(i) in the event Employment Cessation occurs at any time but before completion of 12 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company the entire Training Costs and Expenses

(ii) in the event Employment Cessation occurs at any time after completion of 12 months but before completion of 18 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 50% of the Training Costs and Expenses.

(iii) in the event Employment Cessation occurs at any time after completion of 18 months but before completion of 24 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 25% of the Training Costs and Expenses.

10. The Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above is without prejudice to the Company's other rights that it shall be entitled to receive under law or equity. Additionally, the Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above shall constitute a debt owed by the Employee to the Company and shall be recoverable by the Company from the Employee with interest thereon calculated at 12% per annum till realization.

11. The Employee agrees that the Company shall at all times have lien over and the authority of deducting or appropriating towards the recovery of the Employee's liability to reimburse the Training Costs and Expenses to the Company, by way of salary, arrears of salary and all other types of remuneration and terminal benefits. Such a right of recovery shall be without prejudice to the Company's other rights that it shall be entitled to receive under law or equity.

12. The Employee further agrees to sign all such papers, documents, promissory notes, bank guarantee, undertakings and / or powers of attorney/letters of authority as the Company may require in this respect or under this Agreement.

13. The Parties further agree that this Agreement shall continue to be valid and in force even if the employment of the Employee ceases or is terminated at any time during the Commitment Term.

14. The Parties agree that (i) the failure to enforce any right against the Employee by the Company or (ii) any compromise made by the Company with the Employee for any violation of the terms in the Offer Letter, shall not constitute a waiver of the rights that the Company enjoys against the Employee under this Agreement or under the applicable laws.

15. It is hereby clarified that notwithstanding anything to the contrary, this Agreement shall not affect the Company's right to terminate the employment of the Employee at any time, whether during the Commitment Term or anytime thereafter. It is also clarified that nothing in this Agreement prevents the Employee from leaving, resigning from or terminating his/her employment with the Company (and accordingly this Agreement should not be construed as an employee bond) and that this Agreement stipulates only the monetary amounts that the Employee is liable and required to repay and/or reimburse to the Company in certain specific situations as envisaged in this Agreement.

16. The Employee agrees, recognizes and acknowledges that:

16.1.1 (i) he/she has been provided with a copy of this Agreement for review prior to signing it; (ii) he/she has reviewed it and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed this Agreement only after having had the opportunity to seek clarifications; (iv) he/she has been given a signed copy of this Agreement for his/her own records; and (v) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him/her; and

16.1.2 He/she is subject to no contractual restriction or obligation that will in any way limit his/her activities on behalf of the Company or prevent him/her from performing all or any of the obligations, terms and conditions of this Agreement.

17. The Parties agree that all notices under this Agreement shall be sent by a Party to the other Parties by acknowledgement receipt registered post and contemporaneous courier transmission or by email to the addresses as has been provided in the Offer Letter.

18. If any paragraph, sub-paragraph, or provision of this Agreement, or the application of such paragraph, sub-paragraph, or provision, is held invalid by a court of competent jurisdiction, the remainder of this Agreement, and the application of such paragraph, sub-paragraph, or provision to persons, or circumstances other than those with respect to which it is held invalid shall not be affected.

19. The terms of this Agreement (read along with Offer Letter) are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between the Company and the Employee.

20. The Employee acknowledges and agrees that the Company may assign any of its rights under this Agreement to any person or entity. This Agreement is not assignable by the Employee.

21. No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right under this Agreement or under law. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.

22. No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialed by all signatories to this Agreement.

23. All disputes arising between the Parties shall be settled under the provisions of the Arbitration and Conciliation Act 1996 of India. The Parties agree that the arbitration proceedings shall be conducted in Mumbai. Notwithstanding anything to the contrary, the Parties agree that this Agreement shall be construed and enforced in accordance with the laws of India, without giving effect to the conflict of law provisions thereof. Subject to the aforesaid, the courts in Mumbai shall have exclusive jurisdiction to resolve any disputes between the Parties that arise out of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date written below by their own hand and seal or by their duly authorized representatives.

**Employee**

Signature:

Name:

Date:

**For Capgemini Technology Services India Limited**

Signature:

Name:

Designation:

Date: