



**SADHU VASWANI MISSION'S**  
**St. Mira's College For Girls, Pune**  
**An Autonomous (Affiliated to Savitribai Phule Pune University)**  
**Reaccredited by NAAC- A Grade, cycle 3**  
**[ARTS, COMMERCE, SCIENCE ,BSc (Computer Science),**  
**BBA, BBA(CA)]**  
**6,Koregaon Road,Pune-411001. [INDIA]**  
**Ph./Fax: 26124846; Email: [mira\\_college@yahoo.co.in](mailto:mira_college@yahoo.co.in)**

# **SSR 2020-2021**

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

**Am Infoweb Pvt. Ltd.****OFFER LETTER**

Shivani Benson

Dear Shivani,

It's a pleasure in appointing you to our Company as Case Processing Executive.

At **Pune** or in such other capacity the management shall from time to time determine. Please note that the employment terms contained in this letter are subject to Company policy.**APPOINTMENT**

- Your date of appointment is effective from the date of joining which shall be as soon as possible but not later than 05 Aug, 2020
- You will be on probation for 6 months from the date of your appointment. If in the opinion of the Company you are found suitable in the appointed post you will be confirmed.
- The retirement age is 58 years.
- You will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment.

**COMPENSATION**

You will be eligible to receive the following: Annual CTC of Rs. ₹ 3,00,000.00

- Salary Structure:

| EARNINGS             | MONTHLY          | YEARLY             |
|----------------------|------------------|--------------------|
| Basic                | 15,100.00        | 1,81,200.00        |
| Conveyance Allowance | 3,267.00         | 39,204.00          |
| HRA                  | 3,366.00         | 40,392.00          |
| Medical Allowance    | 3,267.00         | 39,204.00          |
| <b>TOTAL</b>         | <b>25,000.00</b> | <b>3,00,000.00</b> |



*Jayant*  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Aegis Customer Support Services Pvt. Ltd.  
2nd Floor, Minal Shopping Complex,  
Minal Residency, J.K. Road, Bhopal – 462024,  
Madhya Pradesh, India  
www.startek.com

Date: 18-Sep-2020

Mr. Zoya Kapadia,

Bhopal

Dear Zoya,

**Sub: Offer letter for the position of Sr Executive**

With reference to the interview you had with us, we are pleased to offer you the position **Sr Executive in Band 5**. You will be initially posted at **Bhopal**.

Your position will carry total compensation of **INR 2, 28,000/- (Two Lakhs Twenty Eight Thousand Only)** per annum. A model breakup of your total compensation is enclosed as below. The detailed appointment letter will be issued to you at the time of your joining the company.


| Compensation Components                          | Amount (INR Per Month) | Amount (INR Per Annum) |
|--|------------------------|------------------------|
| Basic Salary                                     | 9,908                  | 118,898                |
| House Rent Allowance                             | 6,606                  | 79,266                 |
| <b>Sub-Total</b>                                 | <b>16,514</b>          | <b>198,164</b>         |
| Bonus as per Payment of Bonus Act *              | 761                    | 9,128                  |
| <b>Sub-Total</b>                                 | <b>761</b>             | <b>9,128</b>           |
| Provident Fund (Employer Contribution)           | 1,189                  | 14,268                 |
| Employee State Insurance (Employer Contribution) | 537                    | 6,440                  |
| <b>Sub-Total</b>                                 | <b>1,726</b>           | <b>20,708</b>          |
| <b>Total Cost To Company</b>                     | <b>19,001</b>          | <b>228,000</b>         |

\* Payable quarterly by 10th July for 1st quarter (April, May & June), by 10th October for 2nd quarter (July, August & September), by 10th January for 3rd quarter (October, November & December), by 10th April for 4th Quarter (January, February & March) towards bonus payment in advance for every Financial Year

As agreed you will join our organization latest by **18<sup>th</sup> Sep 2020**. Kindly sign a copy of this letter as a token of your acceptance of the offer and return the same for our records. Kindly also convey the exact date of your joining the company.



Aegis Customer Support Services Private Limited  
Registered Office: Ground Floor, Tower 3, Equinox Business Park, Kurla,  
Mumbai-400070, India  
T-91-021-67435200  
www.startek.com  
CIN No. U74999MH-0017PT-C291578

  
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Madhya Pradesh, India  
www.startek.com

You are also requested to bring the below mentioned, at the time of joining, this would facilitate the smooth completion of the joining formalities.

- 5 recent passport size photographs
- Original testimonials with attested photocopies in respect of educational qualifications.
- Service certificates and relieving certificates from previous employers including last three salary slips
- Proof of date of birth, Aadhar card & PAN card

Please note that the company has a Background verification process for all new incumbents. The background screening form is attached which may please be filled & returned to us at the earliest so as to facilitate next steps. Any adverse report shall be dealt with as per company rules.

We look forward to your joining our organization and contribute towards a mutual and beneficial association.

Thanking you,

For Aegis Customer Support Services Private Limited,

*Navneet*

Authorized Signatory

*Zoya Kapadia*

ZOYA KAPADIA



*Jayak*

Principal Incharge

St. Mira's College for Girls, Pune.

Aegis Customer Support Services Private Limited  
Registered Office: Ground Floor, Tower 3, Equinox Business Park, Kuria,  
Mumbai 400070, India.  
T -91 022-67335200  
www.startek.com  
CIN No. U74999MH2017PTC291578

02-Feb-2021

Neelashree Mukherjee  
22/06 JAI NIWAS BLDG., GURUNANAK NAGAR,  
SHANKAR SETH RD.,  
Pune - 42,  
(Maharashtra) India

Dear Neelashree,

On behalf of **KPMG Assurance and Consulting Services LLP** (the 'Firm'), I am pleased to offer you the position of **Analyst in Forensic-PEBC** with the Firm.

You shall be based in **Pune** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **03-May-2021**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months ✓ (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation

  
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and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, for the time being in force ('**Firm Policy**'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

## A. Compensation

### 1. Basic Salary

Your basic salary shall be **Rs.84500/- (Eighty-Four Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Firm.

### 2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of **Rs.84500/- (Eighty-Four Thousand Five Hundred Rupees)** per annum. The aforesaid part of CTC shall include Employer's contribution under the Provident Fund scheme of the Firm, subject to your entitlement and the policy of the Firm in that regard and

  
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the employee should ensure the compliance of the following:

1. The employee should furnish a lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. If the period of lease deed is for 12 months or more, it should be registered under the Registration Act.
2. The employee should also provide proper rent receipts issued by the lessor, which should be properly stamped and signed.
3. The employee should provide PAN of landlord in case monthly rent is more than equal to Rs 8,333/- or Rs 1,00,000/- per annum. (This is as per law)
4. The address of the employee given to the Firm and as per the lease deed should be the same.
5. Monthly Rent Paid:

| Rent Paid                          | Requirement  |
|------------------------------------|--|
| More than or equal to Rs. 20,000/- | <ol style="list-style-type: none"> <li>1. Cheque no., cheque date along with Bank Name</li> <li>2. Incase of direct bank transfer, bank payment details such as beneficiary bank a/c no., payment date and payment ref. no. alongwith Bank statement</li> <li>3. PAN of landlord</li> </ol> <p>All above three are mandatory to be mentioned on rent receipts.</p> |

C2 Car Lease

Analyst

X

*Jh*  
Principal Incharge  
St. Mira's College for Girls, Pune.



details, please refer CTC reimbursement policy under Expense Policies)

*Jayal*  
**Principal Incharge**  
St. Mira's College for Girls, Pune.







## APPOINTMENT LETTER

10 January, 2021

Dear **NEHA KUMARI KUSHWAHA**,



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

### 1. Place of Employment and Timing:

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

### 2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 72000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

### 3. Reimbursement of Expenses:

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

  
**Jayan**  
**Principal Incharge**  
**St. Mira's College for Girls, Pune**

## ANNEXURE I

|                                    |                      |
|------------------------------------|----------------------|
| Name                               | NEHA KUMARI KUSHWAHA |
| Designation                        | Associate            |
| Date Of Joining                    | 12 January, 2021     |
| Level                              | AA                   |
| Basic                              | 72000                |
| House Rent Allowance               | 36000                |
| Bonus                              | 16800                |
| WBP                                | 33889                |
| PF                                 | 12691                |
| Gratuity                           | 3463                 |
| ESI                                | 5157                 |
| Target Cost To Company (per Annum) | <b>180000</b>        |



*Jayant*  
**Principal Incharge**  
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#### ANNEXURE IV

4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

**Name: NEHA KUMARI KUSHWAHA**

**Signature: E-Signature Signature**

**Place: IN-Pune**

**Date: E-Signature Date**

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

*Jaysh*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



8th August, 2020

Dear Samrita Guha,

We are pleased to offer you a professional services contract at Stones2Milestones Edu Services Pvt Ltd. ("Company") as an **"Academic Consultant"** for fREADom Live Classes starting **12th of August, 2020** as per this Contract Letter.

The terms and conditions of your contract with the Company are given below:

1. **Scope:** You will be responsible for facilitating fREADom live online classes along with all the pre and post-session work for the Company that is assigned to you by the designated Company Official.
2. **Location:** This work can be delivered from anywhere provided you have a high-speed internet connection with power back-up.
3. **Initial Period:** The Period of this Contract from Effective date would be two (2) months, unless mutually accepted and extended further.
4. **Professional fee:**
  - A. You will be paid a monthly retainer fee of **INR 11000/- per month for facilitating a minimum of 48 classes per month**, as your professional charges. The charges will include all the incidental expenses incurred for the completion of the project. You will have to raise an invoice at the end of each month. The Company will deduct the prescribed TDS as per the guidelines mentioned in the Companies Act.
  - B. Any change in the scope of services would have an implication on the commercial arrangement and it would be mutually agreed before adopting any change to the terms of this contract.
  - C. (i) You will be eligible for the monthly remuneration only if you have worked a minimum of **15 working days in a month AND at least 90% of the minimum committed classes facilitated**.  
(ii) If not fulfilling criteria (i), then payout for the month will be calculated @150 INR per class.
  - D. You will be on a probationary period of 2 weeks from the date of joining and based on internal evaluation, your role status will be changed to permanent.
5. **Engagement Terms:**
  - A. You will conduct a minimum of 48 classes per month including class observations/support classes, based on the plans given to you by the Company. In addition, you would be required to attend training, group sharings sessions, etc. once a week.



STONES2MILESTONES EDU SERVICES PVT. LTD.

+91 9077077777

yourfriends@stones2milestones.com

www.stones2milestones.com

  
**Principal Incharge**  
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**Annexure: 1 - Non-negotiable Prerequisites & Guidelines**

1. Stable fast speed internet which supports video calling.
2. Zoom App to be installed both on Mobile and PC.
3. Active Whatsapp account.
4. Personal Email account.
5. PAN card details.
6. Working Laptop with fully functional audio and web-camera.
7. To login in a class 15 mins prior to start time and submit attendance within 15 minutes of stipulated class time.
8. To be dressed in Indian/Western formals whilst facilitating a class.
9. To have a plain background with sufficient light on your face whilst facilitating a class.
10. To not disclose particulars of this contract with any internal or external member.

I am pleased to accept the offer and promise to adhere to the Contract.

\_\_\_\_\_  
Name:  
Place:  
Date: \_\_\_\_\_

*worded with care*

*Jayesh*  
**Principal Incharge**  
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15th September, 2020

Dear Kelly Colaco,

We are pleased to offer you a professional services contract at Stones2Milestones Edu Services Pvt Ltd. ("Company") as an "**Academic Consultant**" for fREADom Live Classes starting **16th September, 2020** as per this Contract Letter.

The terms and conditions of your contract with the Company are given below:

1. **Scope:** You will be responsible for facilitating fREADom live online classes along with all the pre and post-session work for the Company that is assigned to you by the designated Company Official.
2. **Location:** This work can be delivered from anywhere provided you have a high-speed internet connection with power back-up.
3. **Initial Period:** The Period of this Contract from Effective date would be two (2) months, unless mutually accepted and extended further.
4. **Professional fee:**
  - A. You will be paid a monthly retainer fee of **INR 11000/- per month for facilitating a minimum of 48 classes per month**, as your professional charges. The charges will include all the incidental expenses incurred for the completion of the project. You will have to raise an invoice at the end of each month. The Company will deduct the prescribed TDS as per the guidelines mentioned in the Companies Act.
  - B. Any change in the scope of services would have an implication on the commercial arrangement and it would be mutually agreed before adopting any change to the terms of this contract.
  - C. (i) You will be eligible for the monthly remuneration only if you have worked a minimum of **15 working days in a month AND at least 90% of the minimum committed classes facilitated**.  
(ii) If not fulfilling criteria (i), then payout for the month will be calculated @150 INR per class.
  - D. You will be on a probationary period of 2 weeks from the date of joining and based on internal evaluation, your role status will be changed to permanent.
5. **Engagement Terms:**
  - A. You will conduct a minimum of 48 classes per month including class observations/support classes, based on the plans given to you by the Company. In addition, you would be required to attend training, group sharings sessions, etc. once a week.



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8. To be dressed in Indian/Western formals whilst facilitating a class.
9. To have a plain background with sufficient light on your face whilst facilitating a class.
10. To not disclose particulars of this contract with any internal or external member.

I am pleased to accept the offer and promise to adhere to the Contract.

*Kelly Colaco*

Name: Kelly Colaco  
Place: Pune  
Date: 15.09.2020

*Jh*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

*worded with care*



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29th August, 2020

Dear Sakshi Gidwani,

We are pleased to offer you a professional services contract at Stones2Milestones Edu Services Pvt Ltd. ("Company") as an **"Academic Consultant"** for fREADom Live Classes starting **31st of August, 2020** as per this Contract Letter.

The terms and conditions of your contract with the Company are given below:

1. **Scope:** You will be responsible for facilitating fREADom live online classes along with all the pre and post-session work for the Company that is assigned to you by the designated Company Official.
2. **Location:** This work can be delivered from anywhere provided you have a high-speed internet connection with power back-up.
3. **Initial Period:** The Period of this Contract from Effective date would be two (2) months, unless mutually accepted and extended further.
4. **Professional fee:**
  - A. You will be paid a monthly retainer fee of **INR 17000/- per month for facilitating a minimum of 72 classes per month**, as your professional charges. The charges will include all the incidental expenses incurred for the completion of the project. You will have to raise an invoice at the end of each month. The Company will deduct the prescribed TDS as per the guidelines mentioned in the Companies Act.
  - B. Any change in the scope of services would have an implication on the commercial arrangement and it would be mutually agreed before adopting any change to the terms of this contract.
  - C. (i) You will be eligible for the monthly remuneration only if you have worked a minimum of **15 working days in a month AND at least 90% of the minimum committed classes facilitated.**  
(ii) If not fulfilling criteria (i), then payout for the month will be calculated @150 INR per class.
  - D. You will be on a probationary period of 2 weeks from the date of joining and based on internal evaluation, your role status will be changed to permanent.
5. **Engagement Terms:**
  - A. You will conduct a minimum of 72 classes per month including class observations/support classes, based on the plans given to you by the Company. In addition, you would be required to attend training, group sharings sessions, etc. once a week.



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8. To be dressed in Indian/Western formals whilst facilitating a class.
9. To have a plain background with sufficient light on your face whilst facilitating a class.
10. To not disclose particulars of this contract with any internal or external member.

I am pleased to accept the offer and promise to adhere to the Contract.

\_\_\_\_\_  
Name:  
Place:  
Date: \_\_\_\_\_

*Jayesh*  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

*worded with care*



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14th August, 2020

Dear Ritika Jetley,

We are pleased to offer you a professional services contract at Stones2Milestones Edu Services Pvt Ltd. ("Company") as an **"Academic Consultant"** for fREADom Live Classes starting **17th of August, 2020** as per this Contract Letter.

The terms and conditions of your contract with the Company are given below:

1. **Scope:** You will be responsible for facilitating fREADom live online classes along with all the pre and post-session work for the Company that is assigned to you by the designated Company Official.
2. **Location:** This work can be delivered from anywhere provided you have a high-speed internet connection with power back-up.
3. **Initial Period:** The Period of this Contract from Effective date would be two (2) months, unless mutually accepted and extended further.
4. **Professional fee:**
  - A. You will be paid a monthly retainer fee of **INR 17000/- per month for facilitating a minimum of 72 classes per month**, as your professional charges. The charges will include all the incidental expenses incurred for the completion of the project. You will have to raise an invoice at the end of each month. The Company will deduct the prescribed TDS as per the guidelines mentioned in the Companies Act.
  - B. Any change in the scope of services would have an implication on the commercial arrangement and it would be mutually agreed before adopting any change to the terms of this contract.
  - C. (i) You will be eligible for the monthly remuneration only if you have worked a minimum of **15 working days in a month AND at least 90% of the minimum committed classes facilitated**.  
(ii) If not fulfilling criteria (i), then payout for the month will be calculated @150 INR per class.
  - D. You will be on a probationary period of 2 weeks from the date of joining and based on internal evaluation, your role status will be changed to permanent.
5. **Engagement Terms:**
  - A. You will conduct a minimum of 72 classes per month including class observations/support classes, based on the plans given to you by the Company. In addition, you would be required to attend training, group sharings sessions, etc. once a week.



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9. To have a plain background with sufficient light on your face whilst facilitating a class.
10. To not disclose particulars of this contract with any internal or external member.

I am pleased to accept the offer and promise to adhere to the Contract.

\_\_\_\_\_  
Name:  
Place:  
Date: \_\_\_\_\_

*worded with care*



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**Principal Incharge**  
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**Date: August 5, 2021**

**Aditi Patil  
Shreeji Enclave,  
Behind Bagwati Gas Agency,  
Rane nagar,  
Nashik – 422009**

Dear Aditi,

We have the pleasure of offering you an appointment as a '**Trainee**' with effect from **August 6, 2021** in the company on the following terms and conditions:

1. You are being employed as '**Trainee**', to work in the fields of production, documentation, servicing, and maintenance of software and software applications. The Company will produce software products and applications of international standards for international clients.
2. During your service with the company, you will diligently and faithfully serve the Company in such capacity aforesaid.
3. For six months of training, you will be provided with accommodation and a stipend of **Rs. 10,000/-** per month.
4. You may at any time be called upon to perform other than your normal duties, which in the opinion of the Company are within your capacity to discharge, and you will forthwith undertake to discharge these duties with care and diligence.
5. During your employment and thereafter, you will keep all secrets and will not divulge to any person, firm or Company whatsoever (other than to the Directors or partners of the Company or their authorized representatives or except under legal duress) confidential information of any description acquired by you while in our service concerning the process of manufacture, business practices or affairs of the Company or any of its associates, or their customers or suppliers.
6. You will not, during the continuance of your contract, undertake or carry on, either alone or in partnership, nor be directly or indirectly employed or concerned with as a principal-agent, or otherwise in any business, trade or profession whatsoever. You will fully devote your time and attention to your duties with us.
7. This contract is valid for six months after which you will be on-boarded as a fresher based on your performance. If absorbed as a fresher, you commit to work at Extentia for 30 months including **6 months** of your training and your CTC will be **3.13 lakhs per annum**. If you resign within 30 months, you would be expected to pay Extentia a sum of **Rs. 75,000** only towards ending your commitment to Extentia and serve a notice period of 3 months. Post your training period, if you wish to continue with the accommodation then Rs. 5000 per month will be the rent.

EXTENTIA INFORMATION TECHNOLOGY PVT. LTD.

CIN: U72400PN1998PTC013061 | contactus@extentia.com | www.extentia.com

**Registered Office**

Extentia House, Lane E, North Main Road  
Koregaon Park, Pune 411001, Maharashtra, India  
Phone: +91-20-67285300 Fax: +91-20-26153104

**Corporate Headquarters**

Extentia Tower, Road 12, Kalyani Nagar  
Pune 411006, Maharashtra, India  
Phone: +91-20-67285200



  
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8. Resignation cannot be given by an employee when he/she is on leave and no leave will be granted once a resignation letter has been submitted. Notice Period during Trainee period is one month. You will not be getting any Service Certificate in case you resign during your trainee period.
9. For the present, your services are required at Pune, and as and when the necessity arises, the Company has the right to transfer your services to any place in India.
10. Upon termination of your contract, you will return to the Company all documents, books, or any other articles of the Company and/or copies thereof belonging to the Company.
11. Helmets are compulsory at Extentia for the rider and the pillion rider.

Should you agree to the above terms and conditions, please return the duplicate copy of this letter duly signed by you confirming your acceptance.

We take this opportunity to welcome you to our organization and hope your association with us will prove to be of mutual benefit.

Yours faithfully,

**Celina Joseph**  
**Vice President, Human Resources**  
**Extentia Information Technology Pvt. Ltd.**  
**Date: August 5, 2021**

**I ACCEPT**

**My date of joining will be 06/08/2021**

**EXTENTIA INFORMATION TECHNOLOGY PVT. LTD.**

CIN: U72400PN1998PTC013061 | [contactus@extentia.com](mailto:contactus@extentia.com) | [www.extentia.com](http://www.extentia.com)

**Registered Office**

Extentia House, Lane E, North Main Road  
Koregaon Park, Pune 411001, Maharashtra, India  
Phone: +91-20-67285300 Fax: +91-20-26153104

**Corporate Headquarters**

Extentia Tower, Road 12, Kalyani Nagar  
Pune 411006, Maharashtra, India  
Phone: +91-20-67285200

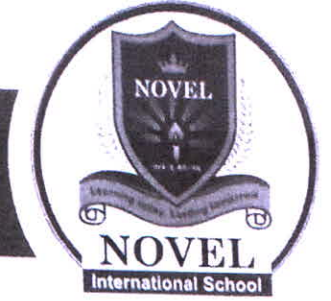


**Principal Incharge**

Smt. Mira's College for Girls, Pune

## Novel International School

GP 193, Beside Bird Valley, Near Thermax Chowk, Chinchwad, Pune - 411 019.  
Tel: +91 020 67171717 Mob.: +91 0988128006 / 9881290066. E-mail: office@novelinternationalschool.com  
Web: www.novelinternationalschool.com



Ref. No.: NIS/Out/2021-22/439

Date: 09/07/2021

To,

Ms. Mariya Roy  
Aishwaryam Housing Society,  
Bld - G, Flat no - 203, Akurdi,  
Pune - 411019

Sub: Offer letter for the academic year 2021-22

Dear Mariya Roy,

This is with reference to your application and the round of interviews we had with you, we are pleased to inform you that, we select you as an PRT "Asst. Teacher" for the academic year 2021-22. Kindly join your duties from 15<sup>th</sup> July 2021. Your reporting time would be 8:30 am. The duties, responsibilities, rules and regulations will be mentioned in your appointment letter which will be given on joining.

Your salary for the academic year 2021-22 will be **Rs 12,819** per month. This includes your provident fund as per government rules.

Thanking you,

*Manasi Hasabnis*  
9/7/21  
Mrs Manasi Hasabnis  
Principal



*Jayant*  
Principal Incharge  
St. Mira's College for Girls, Pune.



**Reliance  
Brands  
Limited**

8th Floor Maker Tower 'E',  
Cuffe Parade, Mumbai 400 005  
Tel: 491 22 3555 3200  
Fax: 491 22 3555 3299

Date: 24 February, 2021

Ref: HR/FEB/21/A1/58610346/60164983/1000948798

Tamanna Babani  
KONARK INDRAYU ENCLAVE -2  
NIBM UNDRI ROAD  
Pune 411048  
Maharashtra, India

Offer cum Appointment Letter

Dear Ms. Tamanna

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Fashion Consultant in A1 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Pune**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

**2. COMPENSATION:**

Your compensation is on a Cost to Company (CTC) basis which is the sum of Fixed Pay, Retirals and Performance Linked Incentive, payable as detailed in Annexure 1A and Annexure 1B.

i. **Fixed Pay:** This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the Company.

ii. **Retirals:**

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4.81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

iii. **Performance Linked Incentive (PLI):** This will be paid to you based on the guidelines set by the Company on individual/ Company performance. Wherever applicable and as determined by the Company, PLI is payable subject to you continuing in the services of the Company and not serving notice period as on the date of disbursement.

iv. Under Choice Pay, you have an option to select various elements. You are required to structure your individual preference of Choice Pay and provide details to HR at the time of joining.

v. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company. The available CTC components along with limits have

Reliance Brands Limited | 400 005 | Regd. Office: 8th Floor, Maker Tower 'E', Cuffe Parade, Mumbai 400 005

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



been detailed in Annexure 1A.

- vi. The compensation components, as detailed in Annexure 1A, are discretionary and the Company has the right to change these components at any time without notice.
- vii. The Management views the compensation offered to you as an extremely confidential matter and any leakage of the same shall be viewed as a serious breach of this confidence at your level.
- viii. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

### 3. GENERAL:

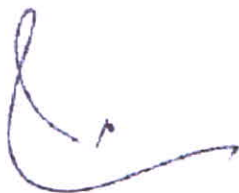
- i. The Annexure 1B and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.
- ii. Any payments made towards recovery of notice period by your previous employer, joining/ relocation expenses paid by the Company, reimbursement or any other expenses as part of the joining will be recovered in full in the event of your separation from the company before completion of one year of joining.
- iii. You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.
- iv. This offer is subject to your joining us on or before **25 February 2021** and us receiving the following:
  - a. Acceptance within 3 days from issue of this letter.
  - b. A copy of your resignation letter within 3 days; and acceptance of resignation within 7 days of receiving this letter
  - c. Successful clearance of the pre-employment medical examination.
  - d. Successful third party verification of your personal & professional details.
  - e. All supporting documents related to your previous emoluments and employment.
  - f. The contact details of 3 references (1 of the HR or Reporting manager in the current organization, 1 from previous organization and 1 any other senior person of your professional / personal contact)

We wish you a long and successful association with Reliance family.

Sincerely yours,

Reliance Brands Limited

I accept the above terms and I will join on 25 February 2021



Authorised Signatory



Signature of the Employee



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



## Annexure 1A

| Name: Tamanna Babani                          |                                   | Grade : A1         |                |
|---|-----------------------------------|--------------------|----------------|
| EARNINGS                                      |                                   |                    |                |
| CTC Components                                |                                   | Proposed CTC (Rs.) |                |
|   |                                   | Monthly            | Annual         |
| <b>A. Fixed Pay</b>                           |                                   |                    |                |
| 1   | Basic Pay                         | 8,586              | 1,03,032       |
| <b>Choice Pay</b>                             |                                   |                    |                |
| 2   | Conveyance                        |                    |                |
| 3   | Fuel & Maintenance                | Refer Annexure     | Refer Annexure |
| 4   | Leave Travel Allowance            | Refer Annexure     | Refer Annexure |
| 5   | Medical Reimbursement             | Refer Annexure     | Refer Annexure |
| 6   | Bonus*                            | 1,717              | 20,606         |
| 7   | Residual Choice Pay               | 3,536              | 42,434         |
| <b>Housing</b>                                |                                   |                    |                |
| 8   | House Rent Allowance              | 4,293              | 51,516         |
| <b>Insurance</b>                              |                                   |                    |                |
| 9   | GPA Insurance Premium             |                    |                |
| 10  | Group Term Life Insurance Premium |                    |                |
| <b>Retirals</b>                               |                                   |                    |                |
| 11  | PF - Employer Contribution        | 1,455              | 17,456         |
| 12  | Gratuity (4.81% of Basic)         | 413                | 4,956          |
| <b>Total Fixed Pay [A]</b>                    |                                   | 20,000             | 2,40,000       |
| <b>B. Performance Linked Incentive</b>        |                                   |                    |                |
| 1   | Performance Linked Incentive      | 5,000              | 60,000         |
| <b>Total Performance Linked Incentive [B]</b> |                                   | 5,000              | 60,000         |
| <b>Total CTC (A + B)</b>                      |                                   | 25,000             | 3,00,000       |

**Note:** The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(\*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.



TAMANNA

*Jh*  
Principal Incharge  
St. Mira's College for Girls, Pooa.



Vedic Pac Systems Pvt Ltd.

CIN No.: U74950PN1998PTC140940

Regd Office : A18, Mantri Manor, Lane 5, Koregaon Park, Pune 411 001 India  
T +91 20 2615 4504 F +91 20 2615 1825  
E info@vedicsystems.com

North India Contact :  
+91 70280 15911

South India Contact :  
+91 91722 07240

Head Office : B/6, Mantri Manor, Lane 5, Koregaon Park, Pune 411 001 India  
T + 91 20 2615 7017

Nagpur Contact :  
+91 93722 14504

Branch Office : F2, Hi-Life Mall, 1st Floor, P. M. Road, Santacruz (West), Mumbai 400 054 India  
T +91 22 2204 6516 F +91 22 2282 6849

Ahmedabad Contact :  
+91 87589 22211  
+91 90216 14504

Knowledge Centre : Shop No 1, Vandana Residency, Lane 4, Tulaja Bhawani Nagar, Kharadi  
Pune - 411 014 India

Valsad Contact :  
+91 91722 07235

## EMPLOYMENT OFFER LETTER

Reference: Vedic Pac Systems Pvt. Ltd. Recruitment Sales/Sep/21

**CONFIDENTIAL**

Date: 01<sup>st</sup> Sep 2021

Ms Bhavana Khude  
Pune

Subject: Employment Offer Letter for **Executive-Sales Support**

Dear Ms Bhavana,

Further to your application for employment with us and the subsequent selection process, we are pleased to offer you a position of **Executive Sales Support** with **Vedic Pac-Systems Pvt. Ltd.** We would appreciate your joining at the earliest but in any case, not later than **06<sup>th</sup> September 2021, Monday.**

The following are the terms and conditions of your employment with the Company. Please note that the Company reserves its right to amend these terms and conditions as necessary:

### A. SALARY:

Your Annual Cost to Company will be **INR 2,64,000 (Two Lakh Sixty-Four Thousand only)** plus yearly bonus. Detailed break up of your CTC is given in 'Annexure-A'.

### B. ACCEPTANCE OF OFFER:

1. Please send us your acceptance of this Offer Letter within a period of forty-eight (48) working hours from the receipt of this Offer Letter.
2. Upon acceptance of this Offer Letter by you within the prescribed time-period, your employment with the Company will be effective from the date of your joining the Company.
3. You are required to join the Company after your present employer formally relieves you, if applicable. However, in case you are unable to present us with the relieving letter at the time of joining, the Company will not be liable for any consequences arising out of your previous employment.


SOLE PARTNERS FOR: AMIXON GmbH, AZO GmbH + Co KG, AZO Liquids GmbH, BSA SCHNEIDER GmbH, CHOCOTECH GmbH, HEBENSTREIT GmbH, OKA GmbH + Co KG, SOLLICH KG, THEEGARTEN-PACTEC GmbH + Co KG, WDS GmbH, GERMANY, ITW LOMA SYSTEMS: UK, BOCHANG KOREA, GEAAQUARIUS: THE NETHERLANDS, CAMA GROUP, NUOVA EUROMECC SRI: ITALY

SOLUTIONS FOR: INGREDIENT AUTOMATION + POWDER HANDLING, MIXERS + BLENDERS + DRYERS, HOMOGENIZERS + EMULSIFIERS, JELLY KITCHENS, KITCHEN FOR CARAMEL MASSES, KITCHENS/COOKER FOR SUGAR BASED MASSES, FORMING LINES + ROLLING & SCORING LINES, LOLLIPOP FORMING + WRAPPING, CHOCOLATE PROCESSING + PRODUCTION EXTRUDERS + WAFERS + SNACKS, SOFT DOUGH DEPOSITORS + EXTRUDERS, MOULDING LINES + DEPOSITORS, SOFT GEL ENCAPSULATION, TEMPERING + ENROBING + BAR LINES, METAL INSPECTION SYSTEM + X-RAY + CHECKWEIGHERS, PRIMARY PACKING, SECONDARY PACKING ✓

EXPORTERS: IE-CODE NO. 0301009112

PAN: AABCV2194G

GSTIN: 27AABCV2194G1Z9

  
**Principal Incharge**  
St. Maria's College for Girls, Pune







21-Jul-2021

Dear Aditi Sampat,  
B.A, Psychology  
St. Miras College For Girls



**Candidate ID – 17322683**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Graduate Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 251,999/-**. This includes an annual target incentive of **INR 12,000/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR Rs.284,111/-**. This includes an annual target incentive of **INR 12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

**Principal Incharge**  
St. Miras College For Girls, Pune.

December 9, 2020

**Himani Kedia**  
Pune

Dear Himani,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below:

- Position:** Process Associate
- Grade:** G1 L1
- Date of Joining:** On or Before September 1, 2021
- Compensation:** Gross Compensation of INR. **2,50,008/-** (INR Two Lakh Fifty Thousand Eight Only) per year. (Details are attached)
- Notice Period:** In case of resignation / termination of services, either party will be required to give a two month notice in writing.
- Place of work:** Your initial place of work will be at **Pune**. However, your services are transferable, and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

If you choose to accept this job offer and comply with the terms and existing policies which are modified from time to time. We request you to confirm your acceptance of this offer by signing a copy of this letter, and sending it across to us within 2 days, failing which this offer of employment is liable to be invalid.

Note: Please find the details of the terms & conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We congratulate you on your appointment and wish you a long and successful career with Sincro Digital Marketing (India) Private Limited.

Sincerely,

**Ravi Motwani**  
(Managing Director)

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



Salary Annexure

Name : Himani Kedia  
 Position : Process Associate, G1 L1

| A. Monthly Salary                          | Rs. / Month      | Rs. / Annum       |
|--|------------------|-------------------|
| Basic Salary                               | 5,700.00         |                   |
| House Rent Allowance (40% of Basic Salary) | 2,280.00         |                   |
| Flexible Benefits*                         | 910.00           |                   |
| Special Allowance                          | 5,645.00         |                   |
| Ex-Gratia                                  | 950.00           |                   |
| Conveyance                                 | 1,600.00         |                   |
| <b>Total A</b>                             | <b>17,085.00</b> |                   |
| <b>B. Standard Benefits</b>                |                  |                   |
| Provident Fund**                           | 1,625.00         |                   |
| Gratuity                                   | 274.00           |                   |
| <b>Total B</b>                             | <b>1,899.00</b>  |                   |
| <b>Monthly Gross Salary</b>                | <b>18,984.00</b> |                   |
| <b>Total Yearly Salary (A+B)</b>           |                  | <b>227,808.00</b> |
| <b>C. EOC Allowance</b>                    | <b>1,250.00</b>  | 15,000.00         |
| <b>D. Broadband Allowance</b>              | <b>600.00</b>    | 7,200.00          |
| <b>Cost to Company (A+B+C+D)</b>           |                  | <b>250,008.00</b> |

\* Flexible Benefits include Leave Travel Allowance and Children Education Allowance.

\*\* PF will be deducted as per the statutory norms

  
**Principal Incharge**  
 St. Mira's College for Girls, PUNE.



## 8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year

## 9. Health Insurance

You and your dependents will be covered as per the existing Medclaim Insurance Policy provided by the organization.

## 10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

## 11. Background Checks

Background checks (Address, Criminal, Education and Employment, Reference checks or any other check as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Criminal, Education & Employment from the time the associate turned 18 till present along with Address details where the associate has resided in the past 10 years) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

## 12. Leaves

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, leave entitlement for the period between your date of joining and 31st of December will be allocated on a pro rata basis.

We are looking forward to your joining the Sincro Digital family!

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



**02-Feb-2021**

**Tanisha Khatri**  
**33/A Ram's Niwas, Defence R and D,**  
**Pune - 411015,**  
**(Maharashtra) India**

Dear **Tanisha,**

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst** in **Forensic-PEBC** with the Firm.

You shall be based in **Pune** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **03-May-2021**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, for





the time being in force ('**Firm Policy**'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

## A. Compensation

### 1. Basic Salary

Your basic salary shall be **Rs.84500/- (Eighty-Four Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Firm.

### 2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of **Rs.84500/- (Eighty-Four Thousand Five Hundred Rupees)** per annum. The aforesaid part of CTC shall include Employer's contribution under the Provident Fund scheme of the Firm, subject to your entitlement and the policy of the Firm in that regard and allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual

## B. Other Entitlements



- covered to the extent of 300000
- Group Personal Accident Insurance:** You are covered INR  
to the extent of 6000000
- Group Term Life Insurance:** You are insured to the INR  
extent of 1500000
- Group Term Life in Lieu of EDLI Policy:** Covered

On your joining the Firm you may refer to the Staff Manual for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from..

  
**Principal Incharge**  
 St. Mira's College for Girls, Pune.



03-Feb-2021

Suchandra Bhattacharya  
Flat No F-2016, Ganga Glitz,, Kad Nagar, Undri,  
Pune - 411028,  
(Maharashtra) India

Dear Suchandra,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst** in **Forensic-PEBC** with the Firm.

You shall be based in **Pune** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **02-May-2021**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, for the time being in force ('**Firm Policy**'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such

*Jh*

**Principal Incharge**  
St. Mira's College for Girls, Pune.



Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

### **A. Compensation**

#### 1. Basic Salary

Your basic salary shall be **Rs.84500/- (Eighty-Four Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Firm.

#### 2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of **Rs.84500/- (Eighty-Four Thousand Five Hundred Rupees)** per annum. The aforesaid part of CTC shall include Employer's contribution under the Provident Fund scheme of the Firm, subject to your entitlement and the policy of the Firm in that regard and allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual

### **B. Other Entitlements**

Your other entitlements, as may be determined by the Firm Policy from time to time, shall be as follows:

#### 1. Annual Increments and Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance incentive and/or



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Regd. Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



Date: 25-February-2021

### Letter of Intent

Dear Trincy James,

Further to your job application and subsequent interview with our recruitment panel, we are delighted to offer you employment with **Northern Operating Services Private Limited** ("Northern") as "**Analyst**", in our **Pune** office. The duties and responsibilities of the position are as outlined in your meeting with the interview panel. This letter of intent is a mutual agreement between Northern and you for employment at Northern. Brief details of your employment terms are outlined below. A detailed offer letter will be sent to you closer to your joining date.

|                   |   |
|-------------------|---|
| Date Of Joining   | Will be Confirmed by HR as appropriate date approaches.   |
| Salary            | Your Annual Fixed Pay will be <b>₹ 265,198</b> payable monthly in arrears. This will be credited to your bank account on the last working day of each month. The salary break-up is detailed in Annexure  |
| Retrials          | You will be entitled to participate in the Northern Provident Fund and Gratuity Scheme as per statutory requirements.   |
| Benefits          | You will be entitled to the following discretionary benefits, which may be varied or removed by Northern at any time: <ul style="list-style-type: none"><li>• Northern provides transport to all its employees or a transportation allowance under the Transport Opt out Scheme</li><li>• Private Health Insurance for self, spouse, children and either of parents or parents in law;</li><li>• Accident insurance and</li><li>• Life assurance</li></ul>  |
| Conditional Offer | Your appointment as " <b>Analyst</b> " with Northern is conditional upon: <ol style="list-style-type: none"><li>1. You submitting your convocation/graduation certificate and/or course completion certification along with all semester mark sheets within six months from the date of joining Northern; failing to do so may amount to Northern taking corrective action which could lead to you being terminated from Northern</li><li>2. Background checks on your academic and professional qualifications, current residential address, experience, and any criminal records;</li></ol> |



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



### Salary Break up Annexure

**Name:** Trincy James

**Date:** 25-February-2021

| Salary Component   | Amount           |
|--|------------------|
| Basic  | ₹ 95,600         |
| House Rent Allowance   | ₹ 38,240         |
| Flexible Cash Component  | ₹ 95,160         |
| Statutory Bonus  | ₹ 10,000         |
| Total Fixed Pay (TFP)  | ₹ 239,000        |
| Short Term Incentive*<br>(subject to the terms of Northern' s Partners Incentive Plan) | 0 - 10%          |
| <b>Retirals</b>  |                  |
| Employer's contribution to PF  | ₹ 21,600         |
| Gratuity   | ₹ 4,598          |
| <b>Sub Total</b>   | ₹ 26,198         |
| <b>Annual Fixed Pay (TFP + Retirals)</b>   | <b>₹ 265,198</b> |
| <b>Monthly Gross</b>   | <b>₹ 19,917</b>  |

### Northern Operating Services Private Limited

*Note: This is a System Generated Document and does not require physical signature.*

*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Trincy James , trincyjames2000@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.

**Principal Incharge**  
St. Mira's College for Girls, Pune.



Regd Off  
Northern Operating Services Pvt Ltd  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt Ltd. – SEZ,  
Survey No 72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India  
Main - +91(20) 48538200



01-July-2021

Pratiksha Swatantra Kumar Mishra  
pratikshamishra668@gmail.com  
C-18, Wageshwar Nagar Society,  
Near Wageshwar Temple,  
Wagholi, pune - 412207

Dear Pratiksha,

We are delighted to offer you employment with Northern Operating Services Private Limited (referred as Northern hereafter) as **Analyst** in our **Fund Accounting India** Department within the **Corporate and Institutional Services**. Your official title at Northern will be **Non Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Private Limited, Tower A, 13th to 16th Floor, EON Free Zone- II, EON Kharadi Infrastructure Pvt. Ltd. – SEZ, Pune – 411 014 (“Northern”) and Pratiksha Swatantra Kumar Mishra of C-18, Wageshwar Nagar Society, , Near Wageshwar Temple, , Wagholi, pune - 412207.

Any reference to “this agreement” throughout is reference to the terms and conditions of your employment as set out in this Statement.

### **1. Conditions**

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) you providing Northern with a valid Aadhaar number
- (c) your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement;
- (d) should Northern request it, a medical assessment and report satisfactory to Northern;
- (e) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (f) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;





Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



### Salary Break up Annexure

Name: Pratiksha Mishra

Date: 25-February-2021

| Salary Component   | Amount           |
|--|------------------|
| Basic  | ₹ 95,600         |
| House Rent Allowance   | ₹ 38,240         |
| Flexible Cash Component  | ₹ 95,160         |
| Statutory Bonus  | ₹ 10,000         |
| Total Fixed Pay (TFP)  | ₹ 239,000        |
| Short Term Incentive*<br>(subject to the terms of Northern' s Partners Incentive Plan) | 0 - 10%          |
| <b>Retirals</b>  |                  |
| Employer's contribution to PF  | ₹ 21,600         |
| Gratuity   | ₹ 4,598          |
| <b>Sub Total</b>   | ₹ 26,198         |
| <b>Annual Fixed Pay (TFP + Retirals)</b>   | <b>₹ 265,198</b> |
| <b>Monthly Gross</b>   | <b>₹ 19,917</b>  |

### Northern Operating Services Private Limited

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*This document contains confidential information. If you are not the intended recipient, you are not authorized to use or disclose it in any form. If you have received this in error, please destroy it along with any copies and notify the sender immediately.*

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.

Name & Email Address : Pratiksha Mishra , pratikshamishra668@gmail.com

Start Date: Will be Confirmed by HR as appropriate date approaches.



Regd Off:

Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
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SEZ Unit:

Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. - SEZ,  
Survey No.72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



**NORTHERN  
TRUST**

|  |  |
|--|--|
|  | <p>completed after of six months or you will be advised in writing, if the Company decides to extend your probationary period. During your probationary period, initially of six months or any extended length of time, your notice entitlement will be one week, to be given by either party, prior to termination of the appointment. Upon successful completion of probation, you are obliged to give to Northern, or Northern is obliged to give you, notice of 60 prior to termination of the appointment</p> |
|--|--|

**Principal Incharge**  
St. Mira's College for Girls, Pune.



Johnson Controls (India) Private Limited  
Registered Office Address: 401-501, 4<sup>th</sup> & 5<sup>th</sup> Floor  
B Wing, Business Square, Andheri - Kurla Road,  
Andheri (East), Mumbai - 400 093, Maharashtra, India  
Tel: +91 (22) 6683 7000 Fax: +91 (22) 6683 7002  
Website: www.johnsoncontrols.com CIN  
U33130MH1995PTC111247



27<sup>th</sup> August 2021

Miss Caron Baptist  
A-9, Hermes House, Convent Street, Camp, Pune-411001, Maharashtra

Dear Caron,

**OFFER OF EMPLOYMENT**

With reference to your application and subsequent interviews you had with us, we are pleased to offer you as **Graduate Trainee** – at IBC Pune.

You are advised to join us by **14th September 2021**. Your detailed appointment letter will be issued to you on the day of your joining. This offer is valid for acceptance for a period of 3 working days from the date of issue.

While joining you are requested to produce following documents in original along with Xerox copy of each.

1. Educational Certificates
2. Latest passport size color photograph- 08 nos
3. School leaving certificate
4. Pancard Copy, Mandatory
5. Aadhar Card, Mandatory
6. Passport Photocopy, if available
7. Cancelled Cheque of existing valid Savings Bank A/C

Please note that as a part of the hiring process, we would require you to undergo pre-employment medical check and this offer is subject to you being found medically fit.

We would also be undertaking your Background Verification Check. We will share an Application form as consent for conducting the said check and request you to return the completed form.

As a confirmation of your acceptance, please sign one copy of this offer and return it to us. We look forward to having you on board soon.

Yours sincerely,

For Johnson Controls (India) Private Limited

**Diya Jha**  
**Director – Human Resources**

Johnson Controls (India) Private Limited  
Registered Office Address: 401-501, 4<sup>th</sup> & 5<sup>th</sup> Floor  
B Wing, Business Square, Andheri - Kurla Road,  
Andheri (East), Mumbai - 400 093, Maharashtra, India  
Tel: +91 (22) 6683 7000 Fax: +91 (22) 6683 7002  
Website: www.johnsoncontrols.com



**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**Salary Annexure**

**Name of the Employee** : Caron Baptist  
**Grade** : 165  
**Department** : PTP  
**Designation** : Graduate Trainee  
**Location** : Pune

| <b>Proposed Salary Component</b> | <b>Amount (INR)</b> |                  |
|----------------------------------|---------------------|------------------|
|                                  | <b>Per Month</b>    | <b>Per Annum</b> |
| Basic Salary                     | 15008               | 180100           |
| House Rent Allowance             | 750                 | 9005             |
| Conveyance Allowance             | 1600                | 19200            |
| Medical Reimbursement            | 1250                | 15000            |
| Food Allowance                   | 2200                | 26400            |
| Statutory Bonus                  | 1400                | 16800            |
| Balancing Allowance              | 268                 | 3220             |
| <b>Gross Salary</b>              | <b>22477</b>        | <b>269725</b>    |
| Provident Fund                   | 1801                | 21612            |
| Gratuity                         | 722                 | 8663             |
| <b>Cost To Company (CTC)</b>     | <b>25000</b>        | <b>300000</b>    |
| <b>Target Total Pay (CTC)</b>    |                     | <b>300000</b>    |

*Other Benefits:*

*Mediclaime: You are entitled to Mediclaime for self plus 5 dependent family members as per the company policy.*

Yours sincerely,  
For Johnson Controls (India) Private Limited



Divya Jha  
Director – Human Resources



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

Johnson Controls (India) Private Limited  
Registered Office Address: 401-501, 4<sup>th</sup> & 5<sup>th</sup> Floor,  
B Wing, Business Square, Andheri – Kurla Road,  
Andheri (East), Mumbai – 400 093, Maharashtra, India  
Tel: +91 (22) 6683 7000 Fax: +91 (22) 6683 7002  
Website: www.johnsoncontrols.com CIN  
U33130MH1995PTC111247



27<sup>th</sup> August 2021

Miss Sunanda Pillai  
B.U.Bhandari skyline, Plot num 65/2A/3,Pune-411015

Dear Sunanda,

**OFFER OF EMPLOYMENT**

With reference to your application and subsequent interviews you had with us, we are pleased to offer you as **Graduate Trainee** – at IBC Pune.

You are advised to join us by **14th September 2021**. Your detailed appointment letter will be issued to you on the day of your joining. This offer is valid for acceptance for a period of 3 working days from the date of issue.

While joining you are requested to produce following documents in original along with Xerox copy of each.

1. Educational Certificates
2. Latest passport size color photograph- 08 nos
3. School leaving certificate
4. Pancard Copy, Mandatory
5. Aadhar Card, Mandatory
6. Passport Photocopy, if available
7. Cancelled Cheque of existing valid Savings Bank A/C

Please note that as a part of the hiring process, we would require you to undergo pre-employment medical check and this offer is subject to you being found medically fit.

We would also be undertaking your Background Verification Check. We will share an Application form as consent for conducting the said check and request you to return the completed form.

As a confirmation of your acceptance, please sign one copy of this offer and return it to us. We look forward to having you on board soon.

Yours sincerely,

For Johnson Controls (India) Private Limited

Diya Jha

Director – Human Resources

Johnson Controls (India) Private Limited  
Registered Office Address: 401-501, 4<sup>th</sup> & 5<sup>th</sup> Floor,  
B Wing, Business Square, Andheri – Kurla Road,  
Andheri (East), Mumbai – 400 093, Maharashtra, India  
Tel: +91 (22) 6683 7000 Fax: +91 (22) 6683 7002  
Website: www.johnsoncontrols.com  
CIN: U33130MH1995PTC111247



**Principal Incharge**  
St. Mira's College for Girls, Pune.

**Salary Annexure**

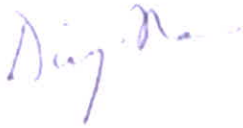
Name of the Employee : Sunanda Pillai  
Grade : 165  
Department : PTP  
Designation : Graduate Trainee  
Location : Pune

| Proposed Salary Component     | Amount (INR) |               |
|-------------------------------|--------------|---------------|
|                               | Per Month    | Per Annum     |
| Basic Salary                  | 15008        | 180100        |
| House Rent Allowance          | 750          | 9005          |
| Conveyance Allowance          | 1600         | 19200         |
| Medical Reimbursement         | 1250         | 15000         |
| Food Allowance                | 2200         | 26400         |
| Statutory Bonus               | 1400         | 16800         |
| Balancing Allowance           | 268          | 3220          |
| <b>Gross Salary</b>           | <b>22477</b> | <b>269725</b> |
| Provident Fund                | 1801         | 21612         |
| Gratuity                      | 722          | 8663          |
| <b>Cost To Company (CTC)</b>  | <b>25000</b> | <b>300000</b> |
| <b>Target Total Pay (CTC)</b> |              | <b>300000</b> |

*Other Benefits:*

*Mediclaim: You are entitled to Mediclaim for self plus 5 dependent family members as per the company policy.*

Yours sincerely,  
For Johnson Controls (India) Private Limited



Divya Jha  
Director – Human Resources



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

Date: 30<sup>th</sup> August 2021

**Snehal Sinha**  
Pune

Dear Snehal,

**OFFER OF EMPLOYMENT**

With reference to your application and subsequent interviews you had with us, we are pleased to offer you as **Graduate Trainee** – at IBC Pune.

You are advised to join us by **14th September 2021**. Your detailed appointment letter will be issued to you on the day of your joining. This offer is valid for acceptance for a period of 3 working days from the date of issue.

While joining you are requested to produce following documents in original along with Xerox copy of each.

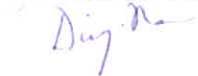
1. Educational Certificates
2. Latest passport size color photograph- 08 nos
3. School leaving certificate
4. Pancard Copy, Mandatory
5. Aadhar Card, Mandatory
6. Passport Photocopy, if available
7. Cancelled Cheque of existing valid Savings Bank A/C

Please note that as a part of the hiring process, we would require you to undergo pre-employment medical check and this offer is subject to you being found medically fit.

We would also be undertaking your Background Verification Check. We will share an Application form as consent for conducting the said check and request you to return the completed form.

As a confirmation of your acceptance, please sign one copy of this offer and return it to us. We look forward to having you on board soon.

Yours sincerely,  
For Johnson Controls (India) Private Limited



**Divya Jha**  
Director – Human Resources

For Acceptance: Name and Signature with date



**Principal Incharge**  
St. Mira's College for Girls, Pune.

**Salary Annexure**

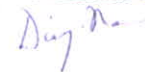
**Name of the Employee :** Snehal Sinha  
**Grade :** 165  
**Department :** OTC  
**Designation :** Graduate Trainee  
**Location:** Pune

| <b>Proposed Salary Component</b> | <b>Amount (INR)</b> |                  |
|----------------------------------|---------------------|------------------|
|                                  | <b>Per Month</b>    | <b>Per Annum</b> |
| Basic Salary                     | 15008               | 180100           |
| House Rent Allowance             | 750                 | 9005             |
| Conveyance Allowance             | 1600                | 19200            |
| Medical Reimbursement            | 1250                | 15000            |
| Food Allowance                   | 2200                | 26400            |
| Statutory Bonus                  | 1400                | 16800            |
| Balancing Allowance              | 268                 | 3220             |
| <b>Gross Salary</b>              | <b>22476</b>        | <b>269725</b>    |
| Provident Fund                   | 1801                | 21612            |
| Gratuity                         | 722                 | 8663             |
| <b>Cost To Company (CTC)</b>     | <b>25000</b>        | <b>300000</b>    |
| <b>Target Total Pay (CTC)</b>    |                     | <b>300000</b>    |

**Other Benefits:**

**Mediclaime:** You are entitled to Mediclaime for self plus 5 dependent family members as per the company policy.

Yours sincerely,  
For Johnson Controls (India) Private Limited

  
**Divya Jha**  
Director – Human Resources







KSI

www.knowledgeindia.com

Microsoft

AEP

Authorized Education  
Partner

CERTIPORT

AUTHORIZED TESTING CENTER

## KNOWLEDGE SOLUTIONS INDIA

Address : Ghanshyam Park, Dhole Patil Road, Pune, Maharashtra - 411001, Contact Number : +91 9910732501 / +91 9818864887

Date 7<sup>th</sup> July 2021

To  
Ms. Swati Jadhav,  
8007797963  
102, Madhukosh Apt.  
Siddhivinayak Colony,  
Parande Nagar, Dighi  
Pune - 411015

### Subject: Offer Letter for Inside Sales Executive cum Program Coordinator Position

We at Knowledge Solutions India are pleased to inform you of your appointment for the position of "Inside Sales Executive cum Program Coordinator" with effect from 8<sup>th</sup> July 2021 you will be reporting to Mrs. Amrita Karambelkar, you will be under probation for the first 3 months and your performance will be constantly monitored during this period.

1. Your initial place of reporting will be (Work from Home). Your probation period is three months in which company is constantly monitoring your performance.
2. You shall discharge all the responsibilities, which are delegated to you to the best of your capabilities and to the satisfaction of the management. Time bound quality performance shall be the main criteria for periodical / annual reviews.
3. You have to serve notice period on one & half month before leaving the organization and complete your all assignments.

### Job Role:

- 1) Post training generate data of colleges and universities connects through datamining techniques taught during training
- 2) Coordination with the Head of the institutions for arranging the webinars / Seminars and meetings.
- 3) Counselling the candidates / students / working professionals on different – different technologies like Data Science / Machine Learning / Python / Java etc.
- 4) Internal team Coordination with the team members.
- 5) Sharing the proper information with the clients on time (email/sms)
- 6) Involvement in other activity if company is launching new products and guidelines.

No. of working days: 6

Timings: 10:30 AM To 7:30 PM (However some time flexibility would have to be maintained depending on work output)



  
Principal Incharge  
St. Mira's College for Girls, Pune.

**Terms & Condition:**

1. Attendance will be marked based on usage of tentacle software and daily work report.
2. 6 days, working days on rotation, if some Sunday is working then some other day would be given as comp off.
3. Performance evaluation is on weekly basis.
4. Working time at times may be flexible as per the assignment requirement.
5. Immediate Reporting will be with is Mr. Tushar Jethani ,how ever you will be part of team and reporting for assignments to Mrs Amrita K.
6. Your consolidated remuneration for the above said post will be Rs. 10,000/- per month + Incentives on achieving targets.

Kindly send your acceptance by EOD today.

*Kind regards,*



Mrs. Amrita Karambelkar,  
Head HR,  
Knowledge Solutions India



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



## KNOWLEDGE SOLUTIONS INDIA

Address : Ghanshyam Park, Dhole Patil Road, Pune, Maharashtra - 411001, Contact Number : +91 9910732501 / +91 9818864887

Date 25<sup>th</sup> June 2021

To  
Ms. Fizza Babul,  
9130149947  
Konark Nagar, 15/13  
Viman Nagar, Pune 411014

### Subject: Offer Letter for Inside Sales Executive cum Program Coordinator Position

We at Knowledge Solutions India are pleased to inform you of your appointment for the position of "Inside Sales Executive cum Program Coordinator" with effect from 26<sup>th</sup> June 2021 you will be reporting to Mr. Tushar Jethani, you will be under probation for the first 3 months and your performance will be constantly monitored during this period.

1. Your initial place of reporting will be (Work from Home). Your probation period is three months in which company is constantly monitoring your performance.
2. You shall discharge all the responsibilities, which are delegated to you to the best of your capabilities and to the satisfaction of the management. Time bound quality performance shall be the main criteria for periodical / annual reviews.
3. You have to serve notice period on one & half month before leaving the organization and complete your all assignments.

### Job Role:

- 1) Post training generate data of colleges and universities connects through datamining techniques taught during training
- 2) Coordination with the Head of the institutions for arranging the webinars / Seminars and meetings.
- 3) Counselling the candidates / students / working professionals on different – different technologies like Data Science / Machine Learning / Python / Java etc.
- 4) Internal team Coordination with the team members.
- 5) Sharing the proper information with the clients on time (email/sms)
- 6) Involvement in other activity if company is launching new products and guidelines.

No. of working days: 6

Timings: 10:30 AM To 7:30 PM (However some time flexibility would have to be maintained depending on work output)



  
Principal Incharge  
St. Mira's College for Girls, Pune.

**Terms & Condition:**

1. Attendance will be marked based on usage of tentacle software and daily work report.
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3. Performance evaluation is on weekly basis.
4. Working time at times may be flexible as per the assignment requirement.
5. Immediate Reporting will be with is Mr. Tushar Jethani ,how ever you will be part of team and reporting for assignments to Mrs Amrita K.
6. Your consolidated remuneration for the above said post will be Rs. 10,000/- per month + Incentives on achieving targets.

Kindly send your acceptance by EOD today.

*Kind regards,*



Mrs. Amrita Karambelkar,  
Head HR,  
Knowledge Solutions India



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

Office.No.206, 2nd Floor, Atlantis Corporate Park  
Near Airtel Office, Telibandha, Raipur - 492 006  
E-mail: [vkassociatesraipur@gmail.com](mailto:vkassociatesraipur@gmail.com)  
Ph.: 91 771 4009330, 9630199330

Dear Creeshu Pinjani

Congratulations, we are pleased to offer you position of Accountant & Audit Assistant in our Organization with reference to your interview dated 15<sup>th</sup> June 2021.

Your joining date is confirmed for 16<sup>th</sup> June 2021 as per the following terms and conditions.

- 1) You are entitled to a CTC of Rs. 9000 per month payable as per Annexure A.
- 2) You agree to comply with Terms and Conditions of Appointment.
- 3) You agree to submit with us a signed copy of mark sheet, Pan Card, Aadhar Card as well as Passport Size Photograph and also bring the originals for verifications.

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

We look forward to a mutually rewarding professional relationship with you.

**Annexure A**

**CTC BREAKUP: - Creeshu Pinjani**

**POSITION :- ACCOUNTANT AND AUDIT ASSISTANT**

| PARTICULARS                  | GROSS EMOLUMENTS PER MONTH |
|------------------------------|----------------------------|
| Basic salary                 | 8200                       |
| Transport allowance          | 300                        |
| Gross salary                 | 8500                       |
| Add Food & Refreshments      | 500 (Non-Monetary)         |
| <b>TOTAL COST TO COMPANY</b> | <b>9000</b>                |

For VKR & ASSOCIATES

CA Ankesh Jalan  
Partner



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Prakash Education & Sports Society

Committed to Excellence in Education

PRAKASH MEMORIAL SCHOOL

(In the memory of Lt Mr Prakash Jagganath Ubale)

Ubale Nagar, ChokhiDhani Road, Wagholi, Pune -412207.

Phone +919148999799, +91 9148999699, +

919148999799www.pess.org.in

Email: info@pess.org.in, enquiry@pess.org.in

## JOINING LETTER

Date :27/03/2021

To,

Ms. Ravina Jagtiani

**Sub:** Joining order as a Pre - Primary Teacher in Prakash Memorial School, Ubale Nagar, Wagholi, Pune.

Dear Ma'am,

We are glad to inform you that, we have selected you as a Pre - Primary Teacher in our school named Prakash Memorial School, Ubale Nagar, Wagholi, Pune with the subsequent observation and based on the evaluation of your resume, including educational qualifications and the interview, the trust is pleased to offer you a joining letter with a monthly salary of ~~Rs. 15,000/-~~

Your joining date will be 27-03-2021. After the completion of six months, you will be given an appointment letter based on your selection for the above post.

Yours Sincerely

*M. Maria Rodricks*

*Ravina Jagtiani*

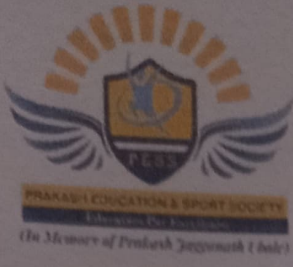
*S. P. Ubale*

Ms. Maria Rodricks  
(PRINCIPAL)

Mr. Sachin Prakash Ubale  
(DIRECTOR)



*jk*  
Principal Incharge  
St. Mira's College for Girls, Pune.



**Prakash Education & Sports Society**

Committed to Excellence in Education

**PRAKASH MEMORIAL SCHOOL**

(In the memory of Lt Mr Prakash Jagannath Ubale)

Ubale Nagar, Chokhi Dhani Road, Wagholi, Pune -412207.

Phone: +919146999599, +91 9146999699, +

919146999799 [www.pess.org.in](http://www.pess.org.in)

Email: [info@pess.org.in](mailto:info@pess.org.in), [enquiry@pess.org.in](mailto:enquiry@pess.org.in)

## JOINING LETTER

Date :27/03/2021

To,

Ms. Ravina Jagtiani

**Sub:** Joining order as a Pre - Primary Teacher in Prakash Memorial School, Ubale Nagar, Wagholi, Pune,

Dear Ma'am,

We are glad to inform you that, we have selected you as a Pre - Primary Teacher in our school named Prakash Memorial School, Ubale Nagar, Wagholi, Pune with the subsequent observation and based on the evaluation of your resume, including educational qualifications and the interview, the trust is pleased to offer you a joining letter with a monthly salary of Rs. 15,000/-.

Your joining date will be **27-03-2021**. After the completion of six months, you will be given an appointment letter based on your selection for the above post.

Yours Sincerely

*M. Rodricks*

*R. Jagtiani*

*S. P. Ubale*

Ms. Maria Rodricks  
(PRINCIPAL)

Mr. Sachin Prakash Ubale  
(DIRECTOR)

Date: **June 28, 2021**

**Letter of Offer**

**Dear Santoshi Rohra,**

Further to your interview dated June 24, 2021, we are pleased to offer you the position of **Data Entry Operator** in our organization.

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

On joining, you will be subject to the employee policies and practices of Cybage Software Private Limited. A summary of the present policies is included as Annexure-2 to this offer letter for your reference. Also refer Annexure-3 for the list of documents to be submitted at the time of your joining.

You are required to join duties with effect from **July 01, 2021** at our **Pune** office for this offer to be valid.

You would be eligible for the appraisal in **April 2022**.

Kindly report at the following address, at 9:15 a.m. on your date of joining –

Cybage Software Pvt. Ltd.  
Cybage Towers, Kalyani Nagar,  
Behind Gold Adlabs,  
Pune, India.

Cybage holds the right to cancel this offer with or without a reason at any time before you joining. Cybage may defer and/or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

We look forward to your joining Cybage at the earliest and wish you a successful career with us.

Thanking you,

Sincerely,  
For Cybage Software Pvt. Ltd.



Swati Patil  
Group Manager – Talent Acquisition

---

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

[www.cybage.com](http://www.cybage.com)

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**ANNEXURE-1**

**SALARY BREAK-UP**

Name: Santoshi Rohra  
Designation: Data Entry Operator  
Date Of Joining: July 01, 2021  
Department: HR  
Primary Skill: HRD  
Location: Pune

| No.      | Components of Salary             | Amount Rs. (per annum) |
|----------|----------------------------------|------------------------|
| <b>A</b> | <b>Monthly Salary components</b> |                        |
| i        | Basic                            | 162,000                |
| ii       | HRA                              | 16,200                 |
| iii      | Bonus \ Ex-Gratia                | 50,400                 |
| iv       | EPF Employer's Contribution      | 23,400                 |
|          |                                  |                        |
|          | <b>ANNUAL GROSS FIXED SALARY</b> | <b>252,000</b>         |
|          |                                  |                        |
| <b>B</b> | <b>Major benefits</b>            |                        |
| v        | Gratuity                         | 7,792                  |
| vi       | Insurance-Mediclaim              | 6,600                  |
| vii      | Insurance-Term Life              | 1,145                  |
|          |                                  |                        |
|          | <b>TOTAL COMPENSATION (A+B)</b>  | <b>267,537</b>         |
|          |                                  |                        |
| <b>C</b> | <b>Variable Pay</b>              | <b>25,200</b>          |
|          |                                  |                        |
| <b>D</b> | <b>COST TO COMPANY (A+B+C)</b>   | <b>292,737</b>         |

\*Details mentioned in the "Explanation of terms used" section in the next page.

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

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St. Mira's College for Girls, Pune.

**ANNEXURE-3**

**JOINING TIME: DOCUMENT CHECKLIST**

Originals and photocopies of the following documents need to be submitted on the day of joining. Non-submission of any of the documents will lead to deferment of joining formalities. Original documents will be returned after verification.

**A. Educational documents:**

1. 10<sup>th</sup> and 12<sup>th</sup>/Diploma mark sheets
2. Degree certificate and mark sheet (all semesters/years)
3. PG certificate and mark sheet (if applicable – for all semesters/years)
4. Any Certification mark sheet/certificate

**B. Employment documents:**

1. Relieving and Experience letter from past 2 employers
2. Last 3 salary slips
3. Salary proof of fixed and variable components (appointment/increment letter)
4. Bank statement for last 3 months (if working on contract)

**C. Personal documents:**

1. Marriage certificate (if applicable)
2. 3 passport size photographs
3. Passport
4. PAN (Permanent Account Number) Card
5. Aadhar Card

Before the date of joining, kindly forward the copy of your resignation letter and the acceptance of the same by your previous Employer HR to [talent2join@cybage.com](mailto:talent2join@cybage.com). You can also mail us on [talent2join@cybage.com](mailto:talent2join@cybage.com) if you have any queries.

**ACCEPTANCE OF OFFER**

I have read the offer letter and the annexed polices. I hereby accept the offer on the aforesaid terms.

I solemnly affirm that I am not under any medication on account of any medical condition, which may adversely affect the performance of my duties in the event of my appointment pursuant to my acceptance of this offer.

I shall join duties with effect from the date mentioned hereinabove. In case of delays in joining, I shall inform the concerned authority one week in advance in writing.

Name: **Santoshi Rohra**

Signature:

Date:

Place:

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700. Fax: +91-2066041701

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**Principal Incharge**  
St. Mira's College for Girls, Pune.

## OFFER LETTER

Dear Gauri,

After reviewing your performance in your probation period, we are pleased to offer you the designation of **Career Advisor** at Vytal Business Consultants subject to the following terms and conditions:

**1) Employment Type - Contractual.**

1.1. From the 2nd of August, 2021, you will be in contractual employment with Vytal Business Consultants for 3 months.

**2) Contract period.**

2.1. From 2nd of August, 2021 to 2nd of November, 2021.

**3) Your responsibility.**

- 3.1. Conducting telephonic interviews.
- 3.2. Sourcing, screening, and listing resumes through various job portals or else internal reference & Social media
- 3.3. Shortlisting the resumes based on desired skills and experience.
- 3.4. Coordinating with the company and with candidates after the company selects the candidate.
- 3.5. Providing consultative advice to the candidate regarding hiring, selection, and safety.
- 3.6. Making sure Candidate Completes 90 days in the organization.

**4) Monthly Target.**

4.1. Monthly Target 3 international joiners, for each month.

**5) Compensation.**

- 5.1. As a contractual employee, you will be eligible for monthly compensation of Rs.7,000, only after meeting the monthly target for the month.
- 5.2. Vytal Business Consultants will not be liable to pay any compensation for the month in which your monthly target hasn't been met.
- 5.3. Payment terms - When eligible, Vytal Business Consultants will pay you your compensation between the 5th to 10th of the month. on your UPI iD, without any deduction of taxes.



  
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**St. Mira's College for Girls, Pune.**

#### 6) Commissions.

- 6.1. Eligibility - You will be eligible for commissions only when your placed candidate completes 90 days in the system with our client.
- 6.2. Payment terms - When your placed candidate completes 90 days in the system with our client, Vytal Business Consultants will raise and email a service invoice to our client that has hired your candidate, upon receiving the invoice our client will make the payment towards the invoice within 30 days from the receiving date of the invoice. Upon receiving the payment from the client, Vytal Business Consultants will transfer your commissions to your UPI ID, without any deduction of taxes.
- 6.3. Commissions structure.

#### EdTech Companies - Executive Level (Per Month)

- Slab1: For 1 to 5 joiners of the month, the payout will be Rs. 3,000 for each billable candidate.  
 Slab2: For 6-9 joiners of the month, the payout will be ~~Rs. 5,000~~ for each billable candidate.  
 Slab3: Form 10th joiners of the month onwards, the payout will be ~~Rs. 8,000~~ for each billable candidate.

#### EdTech Companies - Lateral Level (Per Month)

- Slab1: For 1-5 joiners of the month, the payout will be Rs.5000 for each billable candidate.

#### BPO, KPO, and RPO (Voice)

Executive, Sr. Executive, SME, and QA executive.

- Slab1: For 1-5 joiners of the month, the payout will be Rs. 1,000 each billable candidate.  
 Slab2: For 6-8 joiners of the month, the payout will be Rs.2500 for each billable candidate.  
 Slab3: For 9-10 joiners of the month, the payout will be Rs.4000 for each billable candidate.

The payout for profiles like **TL, VNA Trainer, and Process Trainer** will be Rs.5000, each billable candidate.  
 Ops Manager and above destination payout will be Rs.10,000 for each billable candidate.

For each billable candidate flat Rs.1500 for **Non-Voice, back office, email, chat, and blended profile.**

7) Working Days - 6 days - Monday to Saturday.

8) Privacy and Confidentiality Agreements

#### Privacy Agreement

You are required to observe and uphold all of Vytal Business Consultants privacy policies and procedures as implemented or varied from time to time. Dissemination of employee personal information will be in accordance with privacy legislation.

#### Conflict of Interest policy

While you are employed at Vytal Business Consultants, you will not engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for Vytal Business Consultants.





Date: 30 Mar 2021

Letter Of Intent

Dear Attar Apsara Dastagir

As per your Request / Application we are pleased to offer you a position of Business Associate, Operations at our Altruist Technologies Pvt. Ltd Mantri business park 197, 197, Viman Nagar, Pune, Maharashtra 411014 office.

This training position is for a term beginning 01 Apr 2021 (Bajaj Finserv\_Pune Mantri\_Training) subject to the condition that if the process for any reason is dissolved/transferred/terminated, your association will be restricted to that period.

You will be eligible for a stipend of Rs. 250/- Per Day (Excluding weekly offs, leaves & holidays) for your initial process training. The payout eligibility is subject to successful process training accreditation.

Post successful completion of null months on the Job training you will be offered a full time Business Associate role at a CTC of **Rs.12441/-**, and an appointment letter will be issued to you.

By accepting this offer you agree that you:

Intend to successfully complete the training program and stay in the position for a period of time equal to, or greater than the length of the training program; Understand that lack of success at any stage of the training program, or lack of acceptance into a required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (stipend/salary); and Will take responsibility for gaining the skills required for the target position, participate in ongoing planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise

Please bring the following to the start of your session as informed by the Human Resource Department:

1. Birth certificate / Leaving Certificate.
2. Matriculation certificate / graduation certificate.
3. Residential proof (Aadhar Card/ Voter ID card, Rent/Lease deed etc.).
4. Experience Letter.
5. 6 Passport size photograph.

Also, a list of additional documents related to your employment will be shared/mailed to you. Please ensure to bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme.

Please indicate your acceptance by signing a copy of this letter.

Sincerely,

Authorized Signatory

I accept the offer on the terms and conditions outlined.

Date: 01 Apr 2021

Signature



Altruist Technologies Private Limited  
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,  
Panchkula, Haryana - 134109, India

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





4. No right to confidential information: service provider hereby agrees and acknowledges that no license, either express or implied, is hereby granted to the service provider by the company to use any entire confidential information. Service provider further agrees That all inventions, improvements, copyrightable works and designs relating to products, procedures, methods or compositions of company directly resulting from or relating to the confidential information and the right to market to use, license and franchise the confidential information or the ideas, concepts, methods or practices embodied there in shall be the exclusive property of the company and service provider has no right or title thereto.
5. Losses: service provider further agrees to indemnify The Company against any and all losses, damages, expenses and claims incurred or suffered by the company as a result of the service provider breach of this agreement.
6. No conflicting obligation: the service provider represent that he / she has not entered into and will not enter into, any agreement either written or oral in conflict herewith, this includes confidential agreement and related intellectual property from previous employer.
7. Governing law: all disputes arising out of or in connection with this agreement shall be subject to the exclusive jurisdiction of the courts of New Delhi and shall be governed by Indian law, including information technology act.
8. Entire agreement: this agreement consulate's the whole understanding by the parties about the subject matter and may not be amended or modified except in writing signed by each of the parties of this agreement.

Signed on the date and place as mentioned hereinabove



Signature of the Trainee

Name: Attar Apsara Dastagir

Date: 01 Apr 2021



Altruist Technologies Private Limited  
Registered Office : Plot No. 2, Sector-22, HSIIDC IT Park,  
Panchkula, Haryana - 134109, India



**Principal Incharge**  
St. Mira's College for Girls, Pune.

# Employment Contract

Emp ID: DSI008716

To,

Date: 20-09-2021

**Maya Gurung,**

Sr113 wind haven viman nagar

Pune

Maharashtra

India.

Dear **Maya Gurung,**

Thank for your interest in choosing Decathlon Sports India Pvt Ltd (DSIPL). As we believe your passion for sport and your values match those of our Company, we, at DSIPL, are pleased to appoint you as a **Decathlon Permanent Employee** on a **Full Time** basis, and your responsibilities would be those of a **Sport Leader** at our **Pune** location effective **10-09-2021** and you will be on probation up to **3** month(s) or such extended period as specified by your Manager. Thereafter, your employment confirmation would be informed to you in writing.

Your gross fixed compensation would be INR. ~~27000.00~~. You are also entitled for a monthly statutory/non-statutory bonus which will be at a maximum **20.0%** of your gross monthly fixed compensation. You are entitled to all the social security benefits like PF, ESIC (as per applicability), Gratuity, and Employee Compensation as specified in the respective statutory acts. Please find the detailed breakup of salary in Annexure1 enclosed below. Further, sufficient holidays keep one motivated in a work environment. Therefore you shall have **28** days of annual leaves

**Rana Chaudhuri** will be responsible to mentor and guide you in this phase of your professional journey or any such manager assigned by the later.

We at DSIPL strongly believe in your ability to manage yourself in the best interest of the Company. Fewer the rules better the productivity as far as we are concerned. ✓

We trust you will enjoy working with DSIPL and take the utmost autonomy to complete your



  
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**Annexure - I**

| Salary Structure  | Monthly         | Annually         |
|---|-----------------|------------------|
| <b>Gross</b>  | <b>27000.00</b> | <b>324000.00</b> |
| Basic   | 14400.00        | 172800.00        |
| House Rent Allowance  | 7200.00         | 86400.00         |
| LTA   | 1126.00         | 13501.00         |
| Special Allowance   | 4275.00         | 51300.00         |
| <b>Gross Salary</b>   | <b>27000.00</b> | <b>324000.00</b> |
| Employer PF   | 1800.00         | 21600.00         |
| Monthly Bonus / Statutory Bonus*+   | 0.00            | 0.00             |
| Employer ESIC   | 0.00            | 0.00             |
| Gratuity  | 693.00          | 8312.00          |
| <b>CTC</b>  | <b>29493.00</b> | <b>353912.00</b> |
| <p>* Please note that if you are drawing a monthly gross salary upto 21000 then you would get a minimum of INR. 583/per month for the number of months that you have worked in any Financial year or a maximum upto 20.0 % of your Monthly fixed gross basis the criterion mentioned by your manager from time to time</p> <p>+ Please note that if you are drawing monthly gross more than 21000 then you can earn maximum upto 20.0 % of your Monthly fixed gross basis the criterion mentioned by your manager from time to time</p> |                 |                  |



  
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**St. Mira's College for Girls, Pune.**





**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20217709087/Pune/BPS/BTN**  
**Date: 24/07/2021**

Ms. Pallavi Laxman Daundkar  
Abai Villa, Sai Satyam Park, Wagholi  
Sai Satyam Park  
Near Indian Gas Agency  
Pune-412207  
Maharashtra  
Tel# 91-9022394245

Dear Ms. Pallavi Laxman Daundkar,

**Sub: Letter of Offer and Terms of Traineeship**

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

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

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

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

**Private and Confidential**  
**TCSL/DT20217709087**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
Sahyadri Park, Plot No. 73, RGIP Phase III, Hinjawadi - Maan, Pune - 411 057  
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: http://www.tcs.com  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 10. General

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

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

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

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

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

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

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

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

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

Name:

Address:

Signature:

Date:

Private and Confidential  
TCSL/DT20217709087

#### TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited  
Sahyadri Park, Plot No. 23, RGIP Phase III, Hinjawadi - Maan, Pune - 411 057  
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: http://www.tcs.com  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781

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**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



**Letter of Intent/Appointment Offer**

Dear **Soniya Shirish Gaikwad**,

Date: 30 Jul 2021

With reference to your application/interview and subsequent discussions you had with us, we are pleased to offer you a position of **Officer Back Office** with Team Lease Services Limited on fixed-term assignment and your date of Joining would be **29 Jul 2021**. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Monthly & Annual CTC will be INR **15839.00** and **190068.00** respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Pune H O**. The job is transferable anywhere within India.

The appointment offer is subject to the information provided by you in your Resume / Bio-data/CV and interviews are correct and valid. Detailed job objectives and salary structure along with appointment letter will be provided upon joining. This Letter of Intent /Appointment Offer does not guarantee employment and shall be valid for two weeks or till the date of joining, whichever is earlier.

You are required to download the TeamLease Mobile App and upload the mandatory documents listed below. Appointment Letter is issued subject to filling all mandatory fields on the Mobile App and uploading the mandatory documents on the Mobile App.

- Copy of Aadhaar Card (both sides).
- Copy of the first sheet of Bank Passbook or canceled cheque (with your name, bank account number, and IFSC clearly printed).
- Copy of highest educational qualification certificate.
- Copy of PAN card.

Link for Android App: <https://play.google.com/store/apps/details?id=com.teamlease.associate&hl=en>

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421268?mt=8>

Please note that any claims based on the alleged verbal promises by any authority, not a part of this letter, will not be entertained in the future.

Yours sincerely,

For **TEAMLEASE SERVICES LIMITED**



**Rituparna Chakraborty**  
(Authorized Signatory)

Accepted and Agreed

Signature and date:

Name:



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

ManpowerGroup Services India Pvt Ltd.  
Building no- 10B, 1<sup>st</sup> Floor  
DLF Cyber City  
Gurgaon -122002

CIN- U74910DL1997PTC085591  
T: +91 – 124 - 6795400  
www.manpowergroup.com



**Date: 25-Aug-2021**

**Name: Kirti Rani**

**Location: Pune, Maharashtra**

**Subject: OFFER FOR FIXED TERM CONTRACT**

Dear Kirti Rani,

With reference to your selection with ManpowerGroup Services India Pvt. Ltd for the position of **"Customer Care Representative"** on a fixed term contract basis, we are pleased to offer you as below.

|                                 |                                 |
|---------------------------------|---------------------------------|
| <b>Start date of Assignment</b> | <b>: 25-Aug-2021</b>            |
| <b>End date of Assignment</b>   | <b>: 25-Oct-2021</b>            |
| <b>Monthly Gross Salary</b>     | <b>: <del>INR 17205/-</del></b> |

Any statutory dues like PF, ESI, Bonus etc, if applicable, will be Paid / Deducted as per law. All taxes will be deducted as applicable by law.

Appointment letter and other terms and conditions of the contract would be provided after acceptance of the offer letter, received by Manpower.

Kindly send the signed copy of accepted duplicate copy of the offer letter within 02 days, failing which it will be treated that this offer stands withdrawn automatically.

**Manpower Group services India Pvt. Ltd**

A handwritten signature in blue ink, appearing to be "Datu".

**Authorized Signatory**

**Accepted by**

A handwritten signature in blue ink, appearing to be "Kirti Rani".

**Kirti Rani**

ManpowerGroup Services India Pvt. Ltd. | Building no- 10B, 1<sup>st</sup> Floor | DLF Cyber City | Gurgaon -122002 | CIN- U74910DL1997PTC085591 | T: +91 – 124 - 6795400 | www.manpowergroup.com



A handwritten signature in blue ink, appearing to be "Principal Incharge".  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20195940651/Pune/BPS/BTN**  
**Date: 23/04/2021**

Ms. Shruthi Praveen  
Sukhwani Garden, D-13  
Ganesh Nagar  
Opp. Watertank  
Pune-411012  
Maharashtra  
Tel# 91-8830251652

Dear Ms. Shruthi Praveen,

**Sub: Letter of Offer and Terms of Traineeship**

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

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

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

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

**Private and Confidential**  
**TCSL/DT20195940651**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
Sahyadri Park, Plot No. 23, RGPR Phase III, Hinjawadi - Maharashtra - Pune - 411 057  
Tel: 91 20 6704 3100 Fax: 91 20 6704 0122 E-mail: tcs.pune@tcs.com, Website: http://www.tcs.com  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai-400 021  
Corporate Identification No. (CIN): L22230MH1995PLC024781

1

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



## Offer Letter

[Printable format](#)

Please consider this offer and respond electronically.



03-Feb-2021

**Isha Alamchandani**

**Plot No. 55, Sindhi Colony,, Near Bafna Road,  
Nanded - 431601,  
(Maharashtra) India**

Dear Isha,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst** in **Forensic-PEBC** with the Firm.

You shall be based in **Pune** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **03-May-2021**, this employment agreement ('Agreement') shall stand terminated.

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, for the time being in force ('**Firm Policy**'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a

|     |  |   |
|-----|--|---|
| C6  | <p><b>Children's Education Allowance</b><br/>Exemption as per IT Rules.</p>  | <p>Analyst<br/>✓</p>                      |
| C7  | <p><b>Expenses in pursuit of Education</b><br/>Subject to prior approval of Performance Manager. Exemption as per IT Rules. Maximum Rs 20,000/- p.a.</p>   | <p>Analyst<br/>✓</p>                      |
| C8  | <p><b>Home landline/ Mobile bill reimbursements</b><br/><br/>Bills inclusive of all taxes including service tax. The landline / mobile bill has to in employee's name in order to get the benefit. (Prepaid is not allowed) (For more details, please refer CTC reimbursement policy under Expense Policies)</p> | <p>Analyst<br/>✓<br/>Rs 15,000/- p.a.</p> |
| C9  | <p><b>Meal Vouchers</b><br/>Meal vouchers up to a maximum of Rs 15,000/- p.a. for all employees.</p>   | <p>Analyst<br/>✓</p>                      |
| C10 | <p><b>Purchase of computer at home</b><br/>Rs 1,00,000/- p.a. for all employees and one purchase is allowed for a period of 36 months. (For more details, please refer CTC reimbursement policy under Expense Policies)</p>  | <p>Analyst<br/>✓</p>                      |

### Offer Response

Do Not E-Sign Until You Have Read The Above Offer

Accept the offer

Refuse the offer

.Full Name

Alamchandani, Isha

.Unique Identifier



Submit Cancel

*[Signature]*  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



KPMG Assurance and Consulting Services LLP  
3rd Floor, Building No. 7, Commerzone  
Samrat Ashok Path, Off Airport Road,  
Yerwada, Pune - 411006 India

Telephone: +91 (20) 4019 4000  
Fax: +91 (20) 4019 4003  
Internet: www.kpmg.com/in

21-Jun-2021

Pranjali Chauhan

Gandhi nagar, Yerwada,

Pune - 411006,

(Maharashtra) India

Dear Pranjali,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), I am pleased to offer you the position of **Analyst in Forensic-PEBC** with the Firm.

You shall be based in **Pune** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any a ffiliate or associate entity of the Firm, as decided by the Firm from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **21-Jun-2021**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, for the time being in force ('**Firm Policy**'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

Signature valid

NAVNEET PRASAD

04.07.2021 15:29



Registered Office: **KPMG**, 1st Floor, 2nd Mile,  
Mumbai, Maharashtra - 400 011

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



The terms and conditions of your employment with the Firm shall be as follows:

**A. Compensation**

1. Basic Salary

Your basic salary shall be **Rs.86000/- (Eighty-Six Thousand Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Firm.

2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of **Rs.86000/- (Eighty-Six Thousand Rupees)** per annum. The aforesaid part of CTC shall include Employer's contribution under the Provident Fund scheme of the Firm, subject to your entitlement and the policy of the Firm in that regard and allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual

**B. Other Entitlements**

Your other entitlements, as may be determined by the Firm Policy from time to time, shall be as follows:

1. Annual Increments and Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

3. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

4. Leave

You shall be entitled to twenty two days (working days) in a performance year in accordance with the Firm Policy subject to the applicable law. You will be governed by the Leave policies as stated in the Staff Manual and provided from time to time.

Signature valid

NAVNEET PRASAD

5. Maternity benefits [For Women employees only]

04.07.2021 15:29



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

Yours Sincerely,  
for **KPMG Assurance and Consulting Services LLP**

Authorized Signatory

**Navneet Prasad**

**Human Resource**

**ACCEPTED**

By: **Pranjali Chauhan**

Date :

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

Signature valid

NAVNEET PRASAD

04.07.2024 13:29



A handwritten signature in blue ink, likely belonging to the Principal Incharge.

**Principal Incharge**  
St. Mira's College for Girls, Pune.

Regd Off  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Feospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No.72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



17-August-2021  
Heena Hemant Rajpal  
rajpalheena217@gmail.com  
Flat No. 3  
Krishna Kanhiya Hsg. Soc.  
Wanwadi Pune - 411040

Dear Heena,

We are delighted to offer you employment with Northern Operating Services Private Limited (referred as Northern hereafter) as **Analyst** in our **Hedge Fund Services** Department within the **Corporate & Institutional Services**. Your official title at Northern will be **Non Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Private Limited, Tower A, 13th to 16th Floor, EON Free Zone- II, EON Kharadi Infrastructure Pvt. Ltd. – SEZ, Pune – 411 014 (“Northern”) and Heena Hemant Rajpal of Flat No. 3 , Krishna Kanhiya Hsg. Soc., Wanwadi Pune - 411040.

Any reference to “this agreement” throughout is reference to the terms and conditions of your employment as set out in this Statement.

### **1. Conditions**

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) you providing Northern with a valid Aadhaar number
- (c) your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement;
- (d) should Northern request it, a medical assessment and report satisfactory to Northern;
- (e) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (f) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;



**Principal Incharge**  
St. Mira's College for Girls, Pune.



Regd Off  
Northern Operating Services Pvt. Ltd  
2<sup>nd</sup> Floor, RMZ I-cospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore. 560 103.  
Karnataka, India  
Main - +91 (80) 4017 8500  
CIN - U72300KA2005PTC048089

SEZ Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd - SEZ,  
Survey No 72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India  
Main - +91(20) 48538200



successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Regd Off  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India  
Main - +91 (80) 4017 8500  
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SEZ Unit  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No 72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India  
Main - +91(20) 48538200



29-June-2021

DEEPIKA KESARKAR

deepika.kesarkar2000@gmail.com

Flat B-405 Mantra Essence,

Landmark- Near Jagdamba Bhavan Marg.

Pisoli road, Undri, Pune-411060

Dear DEEPIKA,

We are delighted to offer you employment with Northern Operating Services Private Limited (referred as Northern hereafter) as **Analyst** in our **Transfer Agency** Department within the **Corporate and Institutional Services**. Your official title at Northern will be **Non Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Private Limited, Tower A, 13th to 16th Floor, EON Free Zone- II, EON Kharadi Infrastructure Pvt. Ltd. – SEZ, Pune – 411 014 (“Northern”) and DEEPIKA KESARKAR of Flat B-405 Mantra Essence, , Landmark- Near Jagdamba Bhavan Marg., Pisoli road, Undri, Pune-411060.

Any reference to “this agreement” throughout is reference to the terms and conditions of your employment as set out in this Statement.

### 1. Conditions

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) you providing Northern with a valid Aadhaar number
- (c) your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement;
- (d) should Northern request it, a medical assessment and report satisfactory to Northern;
- (e) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (f) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;



Regd Off  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India  
Main - +91 (80) 4017 8500  
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Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No 72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India  
Main - +91(20) 48538200



successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus 1C,  
Sarjapur Outer Ring Road  
Bangalore, 560 103,  
Karnataka, India.  
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SEZ Unit:  
Northern Operating Services Pvt. Ltd.  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt. Ltd. – SEZ,  
Survey No 72/2/1, Kharadi, Pune – 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



19-July-2021  
Nandani Sharma  
nandani3sharma00@gmail.com  
1/1507, Sharda Nagar  
Saharanpur  
Uttar Pradesh : 247001

Dear Nandani,

We are delighted to offer you employment with Northern Operating Services Private Limited (referred as Northern hereafter) as **Analyst** in our **Global Reconciliations** Department within the **Global Services**. Your official title at Northern will be **Non Officer**.

This Employment Agreement sets out the particulars of the terms and conditions of employment between Northern Operating Services Private Limited, Tower A, 13th to 16th Floor, EON Free Zone- II, EON Kharadi Infrastructure Pvt. Ltd. – SEZ, Pune – 411 014 (“Northern”) and Nandani Sharma of 1/1507, Sharda Nagar, Saharanpur, Uttar Pradesh : 247001.

Any reference to “this agreement” throughout is reference to the terms and conditions of your employment as set out in this Statement.

### **1. Conditions**

Your employment is conditional on:

- (a) your agreement to and acceptance of this Employment Agreement;
- (b) you providing Northern with a valid Aadhaar number
- (c) your agreement to and acceptance (both in writing and electronically where requested) of the attached Non-Solicitation and Confidentiality Agreement;
- (d) should Northern request it, a medical assessment and report satisfactory to Northern;
- (e) the completion of background screening checks, including criminal records checks, (both prior to the commencement of your employment and on a recurring basis during employment) and receipt of written references to the satisfaction of Northern;
- (f) you providing Northern with satisfactory proof of any relevant qualifications, as may be requested by Northern;



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Regd Off:  
Northern Operating Services Pvt. Ltd.  
2<sup>nd</sup> Floor, RMZ Ecospace, Campus IC,  
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Bangalore, 560 103,  
Karnataka, India  
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Northern Operating Services Pvt. Ltd  
Tower A, 13<sup>th</sup> to 16<sup>th</sup> Floor,  
EON Free Zone- II,  
EON Kharadi Infrastructure Pvt Ltd - SEZ,  
Survey No. 72/2/1, Kharadi, Pune - 411 014,  
Maharashtra, India.  
Main - +91(20) 48538200



successors of the Company, but neither this Agreement nor any rights or benefits hereunder may be assigned by me.

5. This Agreement is intended to supersede the provisions of any employment agreement or other agreement that I may have previously entered into with the Company regarding the subject matters described in this Agreement, but this Agreement will not supersede the terms and conditions of any agreement pertaining to any equity award that I may previously have received.

My signature below or my electronic acknowledgment indicates my agreement to the above terms. I hereby acknowledge that I have read, understood, accept, and agree to the above terms of my employment or, where applicable, changes to the terms of my employment which take effect at the date of this Agreement.



**Principal Incharge**  
St. Mira's College for Girls, Pune.







**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20217723410/Pune/BPS/BTN**  
**Date: 07/06/2021**

Ms. Amandeep Sahota  
70/1/28/13 Opposite To Sugni Niwas Ganesh Nagar, Sant Tukaram Nagar, New Sanghavi, Pimpri-Chinchwad, Maharashtra  
Samata Nagar Lane No.2  
Hdfc Bank  
Pune-411027  
Maharashtra  
Tel# 91-7040256269

Dear Ms. Amandeep Sahota,

**Sub: Letter of Offer and Terms of Traineeship**

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

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

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

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



  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**Private and Confidential**  
**TCSL/DT20217723410**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
Sahyadri Park, Plot No. 23, RGIP Phase III, Hinjawadi - Maan, Pune - 411 057  
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: <http://www.tcs.com>  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20217711990/Pune/BPS/BTN**  
**Date: 07/06/2021**

Ms. Shivangi Tiwari  
S No. 52/1, Kharadi Chandannagar Nr Voltas Co Pune 411014

Satkaar Hotel  
Pune-411014  
Maharashtra  
Tel# -

Dear Ms. Shivangi Tiwari,

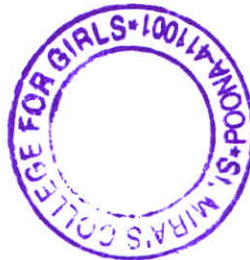
**Sub: Letter of Offer and Terms of Traineeship**

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

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

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

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



  
**Principal Incharge**  
**St. Mira's College for Girls, Pune. 1**

**Private and Confidential**  
**TCSL/DT20217711990**

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
Sahyadri Park, Plot No. 23, RGIP Phase III, Hinjawadi - Maan, Pune - 411 057  
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: http://www.tcs.com  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

#### 10. General

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

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

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

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

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

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

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

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

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

Name:

Address:

Signature:

Date:



**Principal Incharge**  
**St. Mira's College for Girls, Pune.**<sup>11</sup>

Private and Confidential  
TCSL/DT20217711990

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
Satyadri Park, Plot No. 23, RGIP Phase III, Hinjawadi - Maan, Pune - 411 057  
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: <http://www.tcs.com>  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781



**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20217713290/Pune/BPS/BTN**  
**Date: 11/06/2021**

Ms. Kashmira Dilipsingh Rajput  
47, Manik Bungalow, Gulabnagar Society, Dhankawadi, Pune 43  
Gulabnagar  
Dhankawadi  
Pune-411043  
Maharashtra  
Tel# -

Dear Ms. Kashmira Dilipsingh Rajput,

**Sub: Letter of Offer and Terms of Traineeship**

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

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

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

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



  
**Principal Incharge**  
St. Mira's College for Girls, Pune. 1

Private and Confidential  
TCSL/DT20217713290

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
Sahyadri Park, Plot No. 23, RGIP Phase III, Hinjawadi - Maan, Pune - 411 057  
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: <http://www.tcs.com>  
Registered Office 9th Floor, Nirmal Building, Nanman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

**10. General**

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

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

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

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

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

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

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

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

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

Name:

Address:

Signature:

Date:



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

**Private and Confidential**  
TCSL/DT20217713290

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Sahyadri Park, Plot No. 23, RGIP Phase III, Hinjawadi - Maan, Pune - 411 057  
Tel: 91 20 6794 0000 Fax: 91 20 6794 0122 E-mail: tcs.pune@tcs.com, Website: http://www.tcs.com  
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021  
Corporate Identification No. (CIN): L22210MH1995PLC084781

2020-21



DXC-Hi tech ServiceDesk/Bangalore - Whitefield/July/RH7822808/244931/V0

## PRIVATE & CONFIDENTIAL

June 30, 2021

ALIYA IRFAN SAYYED  
Clover garden society, Nelar road,Pune  
Pune 411001  
Maharashtra, India.

Dear ALIYA IRFAN SAYYED,

Welcome to Mphasis!

It was a pleasure meeting you to explore a career opportunity with Mphasis ITO Division.

Based on our discussions, we are pleased to offer you the position of Technical Support Associate, in **Band 5, Level 2** with our organization. The gross compensation will be **INR 3,27,600/-** (Three Lakhs Twenty Seven Thousand Six Hundred **rupees only**) per annum. The details of the terms and conditions of the offer of employment are detailed in the enclosed annexure.

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination, innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process and clearing training that the organization will conduct. We look forward to you joining us at our Bangalore - Whitefield office on July 09, 2021. Please keep your recruiter informed, in case of an advancement in

Contact Us  
Toll-free: 1800 200 2000  
Phone: +91 22 4242 4443  
Email: [hr@mpphasis.com](mailto:hr@mpphasis.com) | [recruitment@mpphasis.com](mailto:recruitment@mpphasis.com)

[www.mphasis.com](http://www.mphasis.com)



Mphasis Limited  
Registered Office:  
Bagmane World Technology Centre,  
Marathalli Outer Ring Road, Doddanakundi Village,  
Highland Park, Bangalore 560 048, India  
CIN: L3007KA1992PLC025294

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**ANNEXURE – 3**

List of mandatory documents that needs to be uploaded in the tool as part of your offer release process and to proceed further with your onboarding formalities.

| Sl. No | Details             | Description   |
|--------|---------------------|---|
| 1.     | Photograph          | Soft copy of white background passport size photograph  |
| 2.     | Education Documents | Highest education; i.e.; degree / post-graduation completion certificate (Provisional Certificate/ Consolidated Marks sheets/ all semester marks card)  |
| 3.     | Identity Proof      | Passport/ PAN Card/ Election ID/ Driving Licence  |
| 4      | Employment Details  | <b>Current Employment:</b> last 3 month's salary slip along with a copy of the offer letter<br><b>Previous Employment:</b> Relieving letter/ experience letter (which captures start date, end date & position details) |
| 5      | LOA                 | Signed Scanned copy of - Letter of Authorization (LOA)  |

Please note, your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer. Being an ISO certified company, it is important for you to submit these documents on or before your date of joining us. Your joining the Company is subjected to you furnishing all of the above documents and duly verified by Mphasis.

Digitally signed by DS MPHASIS LIMITED 1  
Date: 2021.06.30 18:32:21 UTC  
Reason: Authorised by Srikanth Karra  
Location: Bangalore



  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

Date: **September 08, 2021**

**Letter of Offer**

**Dear Tulna Gupta,**

Further to your interview dated August 24, 2021, we are pleased to offer you the position of **Executive – Business Development** in our organization.

On joining the company, you will be on probation for a period of 3 months. Subject to successful completion of the probation period, your employment will be confirmed with us.

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

On joining, you will be subject to the employee policies and practices of Cybage Software Private Limited. A summary of the present policies is included as Annexure-2 to this offer letter for your reference. Also refer Annexure-3 for the list of documents to be submitted at the time of your joining.

You are required to join duties with effect from **September 13, 2021** at our **Pune** office for this offer to be valid.

Kindly report at the following address, at 9:15 a.m. on your date of joining –

Cybage Software Pvt. Ltd.  
Cybage Towers, Kalyani Nagar,  
Behind Gold Adlabs,  
Pune, India.

Cybage may defer and/or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

We look forward to your joining Cybage at the earliest and wish you a successful career with us.

Thanking you,

Sincerely,  
For Cybage Software Pvt. Ltd.



Tina Rastogi  
Vice President - Human Capital Management



  
Principal Incharge  
St. Mira's College for Girls, Pune.

---

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

[www.cybage.com](http://www.cybage.com)



**ANNEXURE-1**

**SALARY BREAK-UP**

Name: **Tulna Gupta**  
 Designation: **Executive – Business Development**  
 Date Of Joining: **September 13, 2021**  
 Department: **Marketing**  
 Primary Skill: **Business Development**  
 Location: **Pune**

| No.      | Components of Salary             | Amount Rs. (per annum) |
|----------|----------------------------------|------------------------|
| <b>A</b> | <b>Monthly Salary components</b> |                        |
| i        | Basic                            | 162,000                |
| ii       | HRA                              | 16,200                 |
| iii      | Bonus \ Ex-Gratia                | 74,400                 |
| iv       | EPF Employer's Contribution      | 23,400                 |
|          | <b>ANNUAL GROSS FIXED SALARY</b> | <b>276,000</b>         |
| <b>B</b> | <b>Major benefits</b>            |                        |
| v        | Gratuity                         | 7,792                  |
| vi       | Insurance-Mediclaim              | 6,600                  |
| vii      | Insurance-Term Life              | 1,254                  |
|          | <b>TOTAL COMPENSATION (A+B)</b>  | <b>291,646</b>         |
| <b>C</b> | <b>Variable Pay</b>              | <b>27,600</b>          |
| <b>D</b> | <b>COST TO COMPANY (A+B+C)</b>   | <b>319,246</b>         |

\*Details mentioned in the "Explanation of terms used" section in the next page.

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)  
 Survey No 13A/1+2+3/1 Wadgaon Shehri, Pune-411001, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

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*jk*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**ANNEXURE-3**

**JOINING TIME: DOCUMENT CHECKLIST**

Originals and photocopies of the following documents need to be submitted on the day of joining. Non-submission of any of the documents will lead to deferment of joining formalities. Original documents will be returned after verification.

**A. Educational documents:**

1. 10<sup>th</sup> and 12<sup>th</sup>/Diploma mark sheets
2. Degree certificate and mark sheet (all semesters/years)
3. PG certificate and mark sheet (if applicable – for all semesters/years)
4. Any Certification mark sheet/certificate

**B. Employment documents:**

1. Relieving and Experience letter from all past employers
2. Last 3 salary slips
3. Salary proof of fixed and variable components (appointment/increment letter)
4. Bank statement for last 3 months (if working on contract)

**C. Personal documents:**

1. Marriage certificate (if applicable)
2. 3 passport size photographs (with white background)
3. Passport
4. PAN (Permanent Account Number) Card
5. Aadhar Card

Before the date of joining, kindly forward the copy of your resignation letter and the acceptance of the same by your previous Employer HR to [talent2join@cybage.com](mailto:talent2join@cybage.com). You can also mail us on [talent2join@cybage.com](mailto:talent2join@cybage.com) if you have any queries.

**ACCEPTANCE OF OFFER**

I have read the offer letter and the annexed polices. I hereby accept the offer on the aforesaid terms.

I solemnly affirm that I am not under any medication on account of any medical condition, which may adversely affect the performance of my duties in the event of my appointment pursuant to my acceptance of this offer.

I shall join duties with effect from the date mentioned hereinabove. In case of delays in joining, I shall inform the concerned authority one week in advance in writing.

Name: **Tulna Gupta**

Signature:

Date:

Place:


**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411004, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701



Page 8

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

Date: **August 25, 2021**

**Letter of Offer**

**Dear Sanyukta Tribhuwan,**

Further to your interview dated August 24, 2021, we are pleased to offer you the position of **Executive – HR** in our organization.

On joining the company, you will be on probation for a period of 3 months. Subject to successful completion of the probation period, your employment will be confirmed with us.

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

On joining, you will be subject to the employee policies and practices of Cybage Software Private Limited. A summary of the present policies is included as Annexure-2 to this offer letter for your reference. Also refer Annexure-3 for the list of documents to be submitted at the time of your joining.

You are required to join duties with effect from **September 01, 2021** at our **Pune** office for this offer to be valid.

You would be eligible for the appraisal in **April 2022**.

Kindly report at the following address, at 9:15 a.m. on your date of joining –

Cybage Software Pvt. Ltd.  
Cybage Towers, Kalyani Nagar,  
Behind Gold Adlabs,  
Pune, India.

Cybage may defer and/or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

We look forward to your joining Cybage at the earliest and wish you a successful career with us.

Thanking you,

Sincerely,  
For Cybage Software Pvt. Ltd.



Tina Rastogi  
Vice President - Human Capital Management

---

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

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Page 1

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**ANNEXURE-1**

**SALARY BREAK-UP**

Name: Sanyukta Tribhuwan  
 Designation: Executive – HR  
 Date Of Joining: September 01, 2021  
 Department: HR  
 Primary Skill: HRD  
 Location: Pune

| No.      | Components of Salary             | Amount Rs. (per annum) |
|----------|----------------------------------|------------------------|
| <b>A</b> | <b>Monthly Salary components</b> |                        |
| i        | Basic                            | 162,000                |
| ii       | HRA                              | 16,200                 |
| iii      | Bonus \ Ex-Gratia                | 74,400                 |
| iv       | EPF Employer's Contribution      | 23,400                 |
|          | <b>ANNUAL GROSS FIXED SALARY</b> | <b>276,000</b>         |
| <b>B</b> | <b>Major benefits</b>            |                        |
| v        | Gratuity                         | 7,792                  |
| vi       | Insurance-Medicaid               | 6,600                  |
| vii      | Insurance-Term Life              | 1,254                  |
|          | <b>TOTAL COMPENSATION (A+B)</b>  | <b>291,646</b>         |
| <b>C</b> | <b>Variable Pay</b>              | <b>27,600</b>          |
| <b>D</b> | <b>COST TO COMPANY (A+B+C)</b>   | <b>319,246</b>         |

\*Details mentioned in the "Explanation of terms used" section in the next page.

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune + 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

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*Jh*  
**Principal Incharge**  
 St. Mira's College for Girls, Pune.

**ANNEXURE-3**

**JOINING TIME: DOCUMENT CHECKLIST**

Originals and photocopies of the following documents need to be submitted on the day of joining. Non-submission of any of the documents will lead to deferment of joining formalities. Original documents will be returned after verification.

**A. Educational documents:**

1. 10<sup>th</sup> and 12<sup>th</sup>/Diploma mark sheets
2. Degree certificate and mark sheet (all semesters/years)
3. PG certificate and mark sheet (if applicable – for all semesters/years)
4. Any Certification mark sheet/certificate

**B. Employment documents:**

1. Relieving and Experience letter from all past employers
2. Last 3 salary slips
3. Salary proof of fixed and variable components (appointment/increment letter)
4. Bank statement for last 3 months (if working on contract)

**C. Personal documents:**

1. Marriage certificate (if applicable)
2. 3 passport size photographs (with white background)
3. Passport
4. PAN (Permanent Account Number) Card
5. Aadhar Card

Before the date of joining, kindly forward the copy of your resignation letter and the acceptance of the same by your previous Employer HR to [talent2join@cybage.com](mailto:talent2join@cybage.com). You can also mail us on [talent2join@cybage.com](mailto:talent2join@cybage.com) if you have any queries.

**ACCEPTANCE OF OFFER**

I have read the offer letter and the annexed polices. I hereby accept the offer on the aforesaid terms.

I solemnly affirm that I am not under any medication on account of any medical condition, which may adversely affect the performance of my duties in the event of my appointment pursuant to my acceptance of this offer.

I shall join duties with effect from the date mentioned hereinabove. In case of delays in joining, I shall inform the concerned authority one week in advance in writing.

Name: Sanyukta Tribhuwan

Signature:

Date:

Place:

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Certified Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

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Page 8

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

Date: **August 25, 2021**

**Letter of Offer**

**Dear Sidrah Shaikh,**

Further to your interview dated August 24, 2021, we are pleased to offer you the position of **Executive – HR** in our organization.

On joining the company, you will be on probation for a period of 3 months. Subject to successful completion of the probation period, your employment will be confirmed with us.

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

On joining, you will be subject to the employee policies and practices of Cybage Software Private Limited. A summary of the present policies is included as Annexure-2 to this offer letter for your reference. Also refer Annexure-3 for the list of documents to be submitted at the time of your joining.

You are required to join duties with effect from **September 01, 2021** at our **Pune** office for this offer to be valid.

You would be eligible for the appraisal in **April 2022**.

Kindly report at the following address, at 9:15 a.m. on your date of joining –

Cybage Software Pvt. Ltd.  
Cybage Towers, Kalyani Nagar,  
Behind Gold Adlabs,  
Pune, India.

Cybage may defer and/or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

We look forward to your joining Cybage at the earliest and wish you a successful career with us.

Thanking you,

Sincerely,  
For Cybage Software Pvt. Ltd.



Tina Rastogi  
Vice President - Human Capital Management



---

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

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Page 1

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

**ANNEXURE-1**

**SALARY BREAK-UP**

Name: Sidrah Shaikh  
 Designation: Executive – HR  
 Date Of Joining: September 01, 2021  
 Department: HR  
 Primary Skill: HRD  
 Location: Pune

| No.      | Components of Salary             | Amount Rs. (per annum) |
|----------|----------------------------------|------------------------|
| <b>A</b> | <b>Monthly Salary components</b> |                        |
| i        | Basic                            | 162,000                |
| ii       | HRA                              | 16,200                 |
| iii      | Bonus \ Ex-Gratia                | 74,400                 |
| iv       | EPF Employer's Contribution      | 23,400                 |
|          | <b>ANNUAL GROSS FIXED SALARY</b> | <b>276,000</b>         |
| <b>B</b> | <b>Major benefits</b>            |                        |
| v        | Gratuity                         | 7,792                  |
| vi       | Insurance-Mediclaim              | 6,600                  |
| vii      | Insurance-Term Life              | 1,254                  |
|          | <b>TOTAL COMPENSATION (A+B)</b>  | <b>291,646</b>         |
| <b>C</b> | <b>Variable Pay</b>              | <b>27,600</b>          |
| <b>D</b> | <b>COST TO COMPANY (A+B+C)</b>   | <b>319,246</b>         |

\*Details mentioned in the "Explanation of terms used" section in the next page.



**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

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Page 2

*JK*  
**Principal Incharge**  
 St. Mira's College for Girls, Pune.

**ANNEXURE-3**

**JOINING TIME: DOCUMENT CHECKLIST**

Originals and photocopies of the following documents need to be submitted on the day of joining. Non-submission of any of the documents will lead to deferment of joining formalities. Original documents will be returned after verification.

**A. Educational documents:**

1. 10<sup>th</sup> and 12<sup>th</sup>/Diploma mark sheets
2. Degree certificate and mark sheet (all semesters/years)
3. PG certificate and mark sheet (if applicable – for all semesters/years)
4. Any Certification mark sheet/certificate

**B. Employment documents:**

1. Relieving and Experience letter from all past employers
2. Last 3 salary slips
3. Salary proof of fixed and variable components (appointment/increment letter)
4. Bank statement for last 3 months (if working on contract)

**C. Personal documents:**

1. Marriage certificate (if applicable)
2. 3 passport size photographs (with white background)
3. Passport
4. PAN (Permanent Account Number) Card
5. Aadhar Card

Before the date of joining, kindly forward the copy of your resignation letter and the acceptance of the same by your previous Employer HR to [talent2join@cybage.com](mailto:talent2join@cybage.com). You can also mail us on [talent2join@cybage.com](mailto:talent2join@cybage.com) if you have any queries.

**ACCEPTANCE OF OFFER**

I have read the offer letter and the annexed polices. I hereby accept the offer on the aforesaid terms.

I solemnly affirm that I am not under any medication on account of any medical condition, which may adversely affect the performance of my duties in the event of my appointment pursuant to my acceptance of this offer.

I shall join duties with effect from the date mentioned hereinabove. In case of delays in joining, I shall inform the concerned authority one week in advance in writing.

Name: Sidrah Shaikh

Signature:

Date:

Place:

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411004. Tel: +91-20-66044700, Fax: +91-2066041701

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Page 8

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Date: **August 25, 2021**

**Letter of Offer**

**Dear Achal Choudhary,**

Further to your interview dated August 24, 2021, we are pleased to offer you the position of **Executive – HR** in our organization.

On joining the company, you will be on probation for a period of 3 months. Subject to successful completion of the probation period, your employment will be confirmed with us.

Please refer to the attached Annexure-1 for your salary structure and an explanation of its components.

On joining, you will be subject to the employee policies and practices of Cybage Software Private Limited. A summary of the present policies is included as Annexure-2 to this offer letter for your reference. Also refer Annexure-3 for the list of documents to be submitted at the time of your joining.

You are required to join duties with effect from **September 01, 2021** at our **Pune** office for this offer to be valid.

You would be eligible for the appraisal in **April 2022**.

Kindly report at the following address, at 9:15 a.m. on your date of joining –

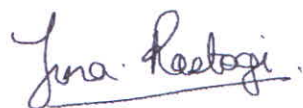
Cybage Software Pvt. Ltd.  
Cybage Towers, Kalyani Nagar,  
Behind Gold Adlabs,  
Pune, India.

Cybage may defer and/or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

We look forward to your joining Cybage at the earliest and wish you a successful career with us.

Thanking you,

Sincerely,  
For Cybage Software Pvt. Ltd.



Tina Rastogi  
Vice President - Human Capital Management



---

**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

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**Principal Incharge**  
St. Mira's College for Girls, Pune.

**ANNEXURE-1**

**SALARY BREAK-UP**

Name: Aachal Choudhary  
 Designation: Executive – HR  
 Date Of Joining: September 01, 2021  
 Department: HR  
 Primary Skill: HRD  
 Location: Pune

| No.      | Components of Salary             | Amount Rs. (per annum) |
|----------|----------------------------------|------------------------|
| <b>A</b> | <b>Monthly Salary components</b> |                        |
| i        | Basic                            | 162,000                |
| ii       | HRA                              | 16,200                 |
| iii      | Bonus \ Ex-Gratia                | 74,400                 |
| iv       | EPF Employer's Contribution      | 23,400                 |
|          | <b>ANNUAL GROSS FIXED SALARY</b> | <b>276,000</b>         |
| <b>B</b> | <b>Major benefits</b>            |                        |
| v        | Gratuity                         | 7,792                  |
| vi       | Insurance-Mediclaim              | 6,600                  |
| vii      | Insurance-Term Life              | 1,254                  |
|          | <b>TOTAL COMPENSATION (A+B)</b>  | <b>291,646</b>         |
| <b>C</b> | <b>Variable Pay</b>              | <b>27,600</b>          |
| <b>D</b> | <b>COST TO COMPANY (A+B+C)</b>   | <b>319,246</b>         |

\*Details mentioned in the "Explanation of terms used" section in the next page.



**Cybage Software Pvt. Ltd.**

(An ISO 27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune 411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

[www.cybage.com](http://www.cybage.com)

Page 2

*Jk*  
**Principal Incharge**  
 St. Mira's College for Girls, Pune.

**ANNEXURE-3**

**JOINING TIME: DOCUMENT CHECKLIST**

Originals and photocopies of the following documents need to be submitted on the day of joining. Non-submission of any of the documents will lead to deferment of joining formalities. Original documents will be returned after verification.

**A. Educational documents:**

1. 10<sup>th</sup> and 12<sup>th</sup>/Diploma mark sheets
2. Degree certificate and mark sheet (all semesters/years)
3. PG certificate and mark sheet (if applicable – for all semesters/years)
4. Any Certification mark sheet/certificate

**B. Employment documents:**

1. Relieving and Experience letter from all past employers
2. Last 3 salary slips
3. Salary proof of fixed and variable components (appointment/increment letter)
4. Bank statement for last 3 months (if working on contract)

**C. Personal documents:**

1. Marriage certificate (if applicable)
2. 3 passport size photographs (with white background)
3. Passport
4. PAN (Permanent Account Number) Card
5. Aadhar Card

Before the date of joining, kindly forward the copy of your resignation letter and the acceptance of the same by your previous Employer HR to [talent2join@cybage.com](mailto:talent2join@cybage.com). You can also mail us on [talent2join@cybage.com](mailto:talent2join@cybage.com) if you have any queries.

**ACCEPTANCE OF OFFER**

I have read the offer letter and the annexed polices. I hereby accept the offer on the aforesaid terms.

I solemnly affirm that I am not under any medication on account of any medical condition, which may adversely affect the performance of my duties in the event of my appointment pursuant to my acceptance of this offer.

I shall join duties with effect from the date mentioned hereinabove. In case of delays in joining, I shall inform the concerned authority one week in advance in writing.

Name: **Aachal Choudhary**

Signature:

Date:

Place:

**Cybage Software Pvt. Ltd.**

(An ISO-27001 Company)

Survey No 13A/1+2+3/1 Wadgaon Sheri, Pune-411014, INDIA. Tel: +91-20-66044700, Fax: +91-2066041701

[www.cybage.com](http://www.cybage.com)



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

From: Infosys Freshers Recruitment  
Sent: 06 May 2021 20:07  
To: kdivya14899@gmail.com  
Subject: Infosys Campus Recruitment Program: Congratulations! You have a job offer



Dear Divya Kumarswamy,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit

Please note this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you

In case of any queries, please contact your placement office or write to us at [placement@infosys.com](mailto:placement@infosys.com)

You will soon hear from us about the next steps of the process

We look forward to welcoming you into our Infosys family

Best regards

Talent Acquisition  
Infosys



*Jaysh*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**From:** Infosys Freshers Recruitment

**Sent:** 06 May 2021 20:07

**To:** kdivya14899@gmail.com

**Subject:** Infosys Campus Recruitment Program: Congratulations! You have a job offer



Dear Divya Kumarswamy,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

**Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role.** The salary for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com).

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family.

*Jayshree*  
**Principal Incharge**  
St. Mira's College for Girls, Pune

Date: August 26, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Sneha Metal

College: St Mira's college for girls pune

### OFFER OF EMPLOYMENT

Dear Sneha Metal,

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

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

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

In the event that the compensation package requires restructuring in order to comply with the proposed Code on Social Security, 2020, your compensation will be restructured in a manner that will be cost neutral for the Company.

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

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

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

### TERMS AND CONDITIONS

**1. Increments and Promotions**

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

**2. Overseas Deputation/International Assignment**

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

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

**3. Documents**

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

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



## ANNEXURE-2

| Eligibility Criteria for Non-Engineering Candidates - Off Campus (Year 2021 Batch) |   |
|--|---|
| Qualification  | BSC,BCA,BCS   |
| Branches:  | Computer Science/Information Technology/Information science and Electronics   |
| Age Criteria: As on 1st July of Passing year (2021)                                | Less than 23 years  |
| Academic Gap:  | Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma.<br><b>No Year drop allowed.</b>  |
| Course must complete in:   | 3 Years   |
| SSC, HSC Percentage / CGPA:  | 50% & Above OR Equivalent CGPA<br>NOTE:<br>• SSC/HSC should have cleared in <u>FIRST ATTEMPT</u> only.<br>• Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered.<br>• For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration   |
| Diploma(if applicable), Graduation Percentage/CGPA:                                | Aggregate of 60% & Above <u>OR</u> Equivalent CGPA<br>• Aggregate of 60% & above or equivalent CGPA must be obtained after declaration of final semester results<br>• Includes aggregate of all semesters AND all appeared subjects (irrespective of the University rule)<br>• Conversion from CGPA into Percentage must be calculated as per your respective University norms<br>• Provisional/Passing Certificate must state First Class  |
| Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)                         | • <b>No active/live backlogs allowed during the interview process</b><br>• All backlogs (if any) must be cleared <u>with the final semester exams</u> .<br>• All final semester subjects must be attempted and cleared in the First Attempt (No Re-attempts/ATKTs/Backlogs/Arrears allowed in the final semester of any course)<br>• <b>No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course.</b><br>• Any pending Re-attempts/ATKTs/Backlogs/Arrears in <b>the current course</b> (obtained after the interview process) <b>must be attempted and cleared with the final semester examinations</b> |
| Nature of Course:  | All Full Time courses Only  |
| Year of Passing:   | 2021 SUMMER Pass outs Only  |
| Citizenship:   | Resident Indian Citizens Only   |
| Your College/Institution MUST be:  | UGC / AICTE /State Board Approved ONLY  |
| Pre-Employment Verification:   | Not been involved in any court proceedings and/or convicted for any offence   |
| Pre-Employment Medical Certificate:  | Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS   |
| Service Agreement:   | Signing a Service Agreement for a period of 2 years starting from the date of joining   |
| Training phase:  | The period of training (classroom/virtual) and the subsequent technology tracks assigned for training are purely subjected to the business requirements. Non-performance during training/on the job phase is subjected to separation from the organization  |



JK  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



August 13, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

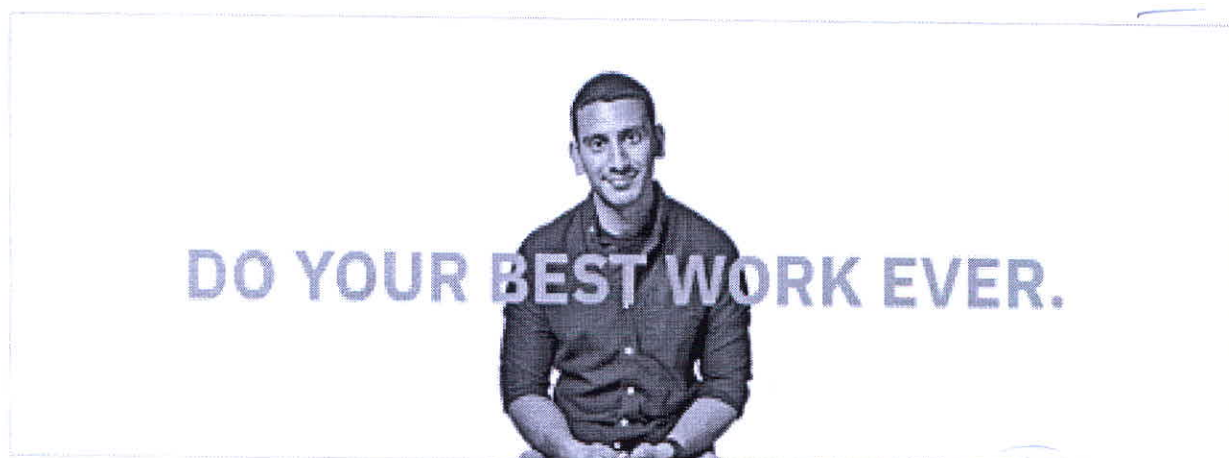
Dear Himani Balasaheb Lokhande

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Analyst - Risk and Compliance, in band 3 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise - you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



1

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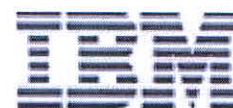
  
**Principal Incharge**  
St. Mira's College for Girls, Pune.





CONFIDENTIAL

ANNEXURE A

IBM

|                                       |                               |                           |      |
|---------------------------------------|-------------------------------|---------------------------|------|
| DATE                                  | August 13, 2021               |                           |      |
| NAME                                  | Himani Balasaheb Lokhande     | BAND                      | 3    |
| DESIGNATION                           | Analyst - Risk and Compliance | LOCATION                  | Pune |
| <u>Compensation Components</u>        |                               | <u>IBM Offer (in INR)</u> |      |
| 1. Annual Basic Salary                |                               | 180000                    |      |
| 2. Annual Flexible Benefit Plan (FBP) |                               | 95000                     |      |
| <b>Annual Reference Salary</b>        |                               | <b>275000</b>             |      |

|   |   |
|---|---|
| 3. Retirals                             |   |
| a) Provident Fund (PF)                  | 21600   |
| b) Gratuity @ 4.8%                      | 8640  |
| Annual Reference Salary + Retirals      | 305240  |
| 4. Performance Linked Variable Pay      | 0 to 30000  |
| <b>5. Annual Potential Compensation</b> | <b>Annual Reference Salary + Retirals +<br/>Performance Linked Variable Pay</b> |

\*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.


All salary components may be subject to restructuring or modification based on IBM policies.

OTHER BENEFITS:



*Jayash*  
Principal Incharge  
St. Mira's College for Girls, Pune.

My agreement, and my acknowledgment of receipt of a copy of this Agreement are indicated by my signature below.

|                           |   |           |  |
|---------------------------|---|-----------|--|
| Himani Balasaheb Lokhande |  | 00217E744 |  |
|---------------------------|---|-----------|--|

Employee's Full Name

Employee's Signature

Employee Serial No.

Date



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



CONFIDENTIAL

August 02,2021

To,

**Anusha Mehendale**  
**26150151**

F-15, Wagheshwar Nagar,  
Lohgaon Road,Behind Wagheshwar Mandir,Wagholi,  
Pune - 412207.

## LETTER OF APPOINTMENT

Dear Anusha,

We are pleased to offer you employment with Vodafone India Services Private Limited (the "Company") appointing you as **Trainee**. Your employment with the Company will be effective from **August 02,2021**. This position will place you in **Band J** of the Company.

### 1. Place of employment

Your place of work will be Pune EON, Kharadi, Wing - 3, Cluster – D, Ground to 4th Floor, Pune - 411014. During your employment with the Company, depending upon business requirements, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad; or you may be required to work from home which shall at all times be based out of the home address as per office records, unless otherwise approved by the company in writing. You are expected to keep your home address updated at all times in company records during the course of your employment and maintain reasonable infrastructure at home to perform your services effectively while you are working from home (details will be provided separately). You understand that the Company shall provide you with the necessary equipment, and IT assets as may be required to perform your services efficiently. You shall be responsible for any damage to the assets provided to you by the Company during and post termination of your employment and you agree to the same.

For adherence to the applicable regulation related to your employment and all other matters connected with the employment and to provide you any organizational support and assistance that you may require from time to time, your assigned office location be Pune EON, Kharadi, Wing - 3, Cluster – D, Ground to 4th Floor, Pune - 411014. However, your services are transferable, and you may be assigned to any other department, function, location or to another company under the same management, whether existing or to be set up in future. In such cases, your employment will be governed by the terms and conditions of service applicable at the new undertaking.


### 2. Annual Compensation

Your Total Target Cash (TTC) is INR **300,000**. Below are details for your reference. Please refer to the Annexure for a detailed breakup of your TTC.

- Total Fixed Pay – INR **280,374**. This includes your Basic Salary, Allowances namely House Rent Allowance, Management Allowance, Leave Travel Assistance any other allowance as applicable and Provident Fund.



Confidentiality: C2 - Vodafone Internal

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**Anusha Mehendale**

Letter of Appointment Dated August 02,2021



| Annexure: Compensation Details - Total Target Cash (TTC) |                         |                        |
|--|-------------------------|------------------------|
| Name   | Anusha Mehendale        |                        |
| Designation  | Trainee                 |                        |
| Band   | J                       |                        |
|  | Monthly Amount (in INR) | Annual Amount (in INR) |
| Component (A)  |                         |                        |
| Basic Salary (35% of TTC)                                | 8,750.00                | 105,000.00             |
| House Rent Allowance (HRA-50% of Basic)                  | 4,375.00                | 52,500.00              |
| Management Allowance <sup>1</sup>                        | 8,439.49                | 101,273.83             |
| Component (B) – Retirals <sup>2</sup>                    |                         |                        |
| Provident Fund (Company Contribution)                    | 1,800.00                | 21,600.00              |
| Total Fixed Pay (A+B)                                    | 23,364.49               | 280,373..              |
| Component © – Target GSTIP <sup>3</sup>                  |                         |                        |
| Target GSTIP is @ 7% of Fixed Pay                        | 1,635.51                | 19,626.17              |
| Total Target Cash <sup>4</sup> (Fixed Pay + GSTIP)       | 25,000.00               | 300,000.00             |

1. Management Allowance and Target GSTIP <sup>3</sup> are inclusive of the interim bonus as payable under the statute

2. Retirals includes Provident Fund @ 12% of Basic Salary which is company contribution, an equivalent amount is deducted from employee's payroll as employee contribution towards Provident Fund

3. GSTIP is Global Short-Term Incentive Plan – GSTIP Pay – out is subject to Company & Employee performance as per applicable GSTIP Plan and continued employment with VSS India on the date of pay-out.

4. Total Target Cash: In Vodafone Group terminology, Total Target Cash (TTC) refers to 'Annual CTC'. This is the total cash including Fixed Pay and Target GSTIP. Fixed pay includes Retiral Benefit

**Gratuity:**

4.81% of Annual Basic Salary. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment.

**Taxation:** All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees. The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement (if any)



*Jaysh*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

Confidentiality: C2 - Vodafone Internal



30-March-2021

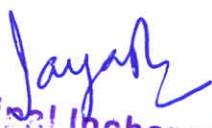
Simran Kishor Duggal  
Bramha Suncity, Flat No 602, Block No-C-4, Wadgaonsheri, Pune, Maharashtra - 411014.

Dear Simran,

**Welcome to Vodafone!**

We are pleased to offer you the position of Trainee at Band J with **Vodafone India Services Private Limited**. The current role is subject to change depending upon work assignment from time to time. The terms and conditions of the offer are mentioned below.

1. Your place of posting will be based at **Pune, EON**. & Work from Home location will be based at **Pune**. Depending on the business requirement, the Company reserves the right to either instruct you to work from any of its office locations or from home which shall be at all times be based out of the above mentioned location unless otherwise instructed by the Company in writing. You are expected to maintain reasonable infrastructure at home to perform your services effectively. During employment with the Company, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad. You understand that the Company shall provide you with the necessary equipment including IT assets to perform your services efficiently. In case you decide not to join us for any reasons whatsoever and the Company's assets have been delivered to you, it shall be your responsibility to ensure that the assets are returned back to the Company as it is without any tampering. You shall be responsible for any damage to the assets provided to you by the Company before, during and post termination of your employment and you agree to the same.
2. You are expected to join as early as possible and not later than 05-July-2021 after which the offer shall automatically stand withdrawn, unless extended in writing by the Company and, in such cases; no claim of any nature, financial or otherwise shall be entertained by the Company.
3. Your employment is subject to a **probation period of 12 months** from the date of joining the services of the Company. During this probation period, the Company shall evaluate your performance and may confirm your appointment vide an appropriate "Confirmation Letter".
4. This is not a regular offer of appointment but a letter of intent. The "letter of appointment" will be issued at the time of joining.
5. This letter of intent is conditional and subject to clearance of the **pre-employment background verification** conducted by the Company.

  
**Principal Incharge**  
St. Mira's College for Girls, Pune



Registered Address: **Vodafone India Services Private Limited**, Indiabulls Finance Centre 1, 12<sup>th</sup> Floor, Tower-1, Senapati Bapat Road, Elphinstone (West), Mumbai 400013, Maharashtra India (CIN: U64201MH1999PTC294960)



| Annexure : Compensation Details - Total Target Cash (TTC)   |                         |                        |
|---|-------------------------|------------------------|
| Name  | Simran Kishor Duggal    |                        |
| Designation   | Trainee                 |                        |
| Band  | J                       |                        |
|   | Monthly Amount (in INR) | Annual Amount (in INR) |
| Component (A)   |                         |                        |
| Basic Salary (35% of TTC)   | 8,750.00                | 105,000.00             |
| Housing Rent Allowance (HRA - 50% of Basic)   | 4,375.00                | 52,500.00              |
| Management Allowance <sup>1</sup>   | 8,439.49                | 101,273.83             |
| Component (B) - Retirals <sup>2</sup>   |                         |                        |
| Provident Fund (Company Contribution)   | 1,800.00                | 21,600.00              |
| <b>Total Fixed Pay (A+B)</b>  | <b>23,364.49</b>        | <b>280,373.83</b>      |
| Component (C) - Target GSTIP <sup>3</sup>   |                         |                        |
| Target GSTIP is @ 7% of Fixed Pay   | 1,635.51                | 19,626.17              |
| <b>Total Target Cash <sup>4</sup> (Fixed Pay + GSTIP)</b>   | <b>25,000.00</b>        | <b>300,000.00</b>      |
| 1. Management Allowance and Target GSTIP <sup>3</sup> are inclusive of the interim bonus as payable under the statute<br>2. Retirals includes Provident Fund @ 12% of Basic Salary which is company contribution, an equivalent amount is deducted from employee's payroll as employee contribution towards Provident Fund<br>3. GSTIP is Global Short Term Incentive Plan - GSTIP pay-out is subject to Company & Employee performance as per applicable GSTIP Plan and continued employment with VSS India on the date of pay-out<br>4. Total Target Cash: In Vodafone Group terminology, Total Target Cash (TTC) refers to 'Annual CTC'. This is the total cash including Fixed Pay and Target GSTIP. Fixed pay includes Retiral Benefit<br><b>Gratuity:</b> 4.81% of Annual Basic Salary, Pay-out as per Gratuity Act. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment. |                         |                        |
| <b>Taxation:</b><br>All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees. The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement (if any)   |                         |                        |

*Jayashree*

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





07-April-2021

Isha Sanjay Goyal

18 A/1 Phase 2, Hermes heritage, Besides shayadri hospital, Shastri Nagar, Pune Yerwada - MH 411006

Dear Isha,

**Welcome to Vodafone!**

We are pleased to offer you the position of Trainee at Band J with **Vodafone India Services Private Limited**. The current role is subject to change depending upon work assignment from time to time. The terms and conditions of the offer are mentioned below.

1. Your place of posting will be based at **Pune, EON**. & Work from Home location will be based at **Pune**. Depending on the business requirement, the Company reserves the right to either instruct you to work from any of its office locations or from home which shall be at all times be based out of the above mentioned location unless otherwise instructed by the Company in writing. You are expected to maintain reasonable infrastructure at home to perform your services effectively. During employment with the Company, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad. You understand that the Company shall provide you with the necessary equipment including IT assets to perform your services efficiently. In case you decide not to join us for any reasons whatsoever and the Company's assets have been delivered to you, it shall be your responsibility to ensure that the assets are returned back to the Company as it is without any tampering. You shall be responsible for any damage to the assets provided to you by the Company before, during and post termination of your employment and you agree to the same.
2. You are expected to join as early as possible and not later than 05-July-2021 after which the offer shall automatically stand withdrawn, unless extended in writing by the Company and, in such cases; no claim of any nature, financial or otherwise shall be entertained by the Company.
3. Your employment is subject to a **probation period of 12 months** from the date of joining the services of the Company. During this probation period, the Company shall evaluate your performance and may confirm your appointment vide an appropriate "Confirmation Letter".
4. This is not a regular offer of appointment but a letter of intent. The "letter of appointment" will be issued at the time of joining.
5. This letter of intent is conditional and subject to clearance of the **pre-employment background verification** conducted by the Company.

Jayashree



**Principal Incharge**

**St. Mira's College for Girls, Pune**

Registered Address: Vodafone India Services Private Limited, Indiabulls Finance Centre, 1201, 12<sup>th</sup> Floor, Tower- 1, Senapati Bapat Road, Elphinstone (West), Mumbai 400013, Maharashtra India (CIN: U64201MH1999PTC294960)



| Annexure : Compensation Details - Total Target Cash (TTC)  |                         |                        |
|--|-------------------------|------------------------|
| Name   | Isha Sanjay Goyal       |                        |
| Designation  | Trainee                 |                        |
| Band   | J                       |                        |
|  | Monthly Amount (in INR) | Annual Amount (in INR) |
| Component (A)  |                         |                        |
| Basic Salary (35% of TTC)  | 8,750.00                | 105,000.00             |
| Housing Rent Allowance (HRA - 50% of Basic)  | 4,375.00                | 52,500.00              |
| Management Allowance <sup>1</sup>  | 8,439.49                | 101,273.83             |
| Component (B) - Retirals <sup>2</sup>  |                         |                        |
| Provident Fund (Company Contribution)  | 1,800.00                | 21,600.00              |
| Total Fixed Pay (A+B)  | 23,364.49               | 280,373.83             |
| Component (C) - Target GSTIP <sup>3</sup>  |                         |                        |
| Target GSTIP is @ 7% of Fixed Pay  | 1,635.51                | 19,626.17              |
| Total Target Cash <sup>4</sup> (Fixed Pay + GSTIP)   | 25,000.00               | 300,000.00             |
| 1. Management Allowance and Target GSTIP <sup>3</sup> are inclusive of the interim bonus as payable under the statute<br>2. Retirals includes Provident Fund @ 12% of Basic Salary which is company contribution, an equivalent amount is deducted from employee's payroll as employee contribution towards Provident Fund<br>3. GSTIP is Global Short Term Incentive Plan - GSTIP pay-out is subject to Company & Employee performance as per applicable GSTIP Plan and continued employment with VSS India on the date of pay-out<br>4. Total Target Cash: In Vodafone Group terminology, Total Target Cash (TTC) refers to 'Annual CTC'. This is the total cash including Fixed Pay and Target GSTIP. Fixed pay includes Retiral Benefit<br>Gratuity: 4.81% of Annual Basic Salary. Pay-out as per Gratuity Act. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment. |                         |                        |
| <b>Taxation:</b><br>All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees. The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement (if any)  |                         |                        |







**CONFIDENTIAL INFORMATION**

"Confidential Information" shall mean any information owned by the Company (including its respective subcontractors, suppliers, customers, clients or other contacts), including, but not limited to any financial, trading, economic, internal operation, policy, regulation, agreement, corporate plan, strategy, organization, procedure, system, analysis, customer, employee, supplier, business or technical data, discoveries, ideas, concepts, know-how, techniques, designs, specifications, drawings, blueprints, tracings, diagrams, models, samples, flow charts, data computer programs, disks, diskettes, tapes and any other information (including personal data as defined by the 'GDPR' Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data - the "General Data Protection Regulation" or "GDPR" or any other applicable regulations), which is disclosed to You or to which You have access during Your employment relationship in written, oral, magnetic or electronic format or in/on any other tangible or intangible format or support, whether or not they are explicitly marked as "business/confidential/secret information".

- a) The Company is involved in the control, processing and transfer of highly confidential and secured data and information. In connection to this activity, You agree that in order to discover the security risks, to enforce the security requirements, to avoid the injury of, the loss of and the unauthorized access to the data, to avoid and to prevent the unauthorized access to the information systems, Company shall be entitled to continuously observe and monitor the data stored, processed and controlled in the information system and also the communication, potentially including the content of the communication.
- b) You will maintain secrecy and will not disclose to any third persons, any of the trade secrets or other confidential information of the Company or its affiliated companies, including but not limited to, proprietary technical data, specifications and methods of manufacture. You will take all appropriate measures necessary to keep such trade secrets and confidential information from being disclosed to, or received by third parties. Such trade secrets, proprietary technical data, specifications and methods of manufacture shall, at all times, remain the property of the company.
- c) You will not reproduce, store in a retrieval system or transmit in any form or by any means – electronic, mechanical, photocopying, recording, scanning or otherwise-any copyrighted material or document, which is property of the Company – for your own benefit or for the benefit of any third party, either during the course of your employment or after your separation.
- d) You will treat all Confidential Information as confidential and protect it from unauthorized disclosure or access. You understand and accept, that any unauthorized access to or disclosure of Business Information may result in irreparable injury to the Company.
- e) You will be privy to personal information or data available in the Company systems, platforms, portals, etc. and that making copy/copies, filming, writing down, downloading or storing of Confidential Information or personal data will be a breach of obligations of Your employment. You will ensure not to copy, write down, download, store, film, etc. the Confidential Information or personal data in any format, including but not limited to, physical or virtual mediums. You will be solely responsible for abiding by the Company's privacy guidelines and/or applicable policies.
- f) Any breach of the obligations specified hereunder, either during the employment term or following the separation thereof, shall be considered by the Company as a material breach, which would serve as a ground for the Company to terminate Your employment with extraordinary notice and/or claim for damages against You.

**ACKNOWLEDGEMENT & ACCEPTANCE**

SIGNATURE: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 DATE: \_\_\_\_\_

*Jayashree*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Isha Chauhan ←

College: St. Mira's College For Girls

### OFFER OF EMPLOYMENT

Dear Isha Chauhan,

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

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in 'Annexure-1'.

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

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

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

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

### TERMS AND CONDITIONS

**1. Increments and Promotions**

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


**2. Overseas Deputation/International Assignment**

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

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

**3. Documents**

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

  
Principal Incharge  
St. Mira's College for Girls, Pune.



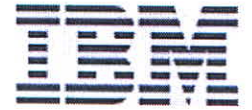


**Annexure 2 – Monthly/ Annual Benefits:**

|                        | Monthly/ Annual Benefits                | Details  |
|------------------------|---|--|
| Medical Benefits       | Group Personal Accident Insurance (GPA) | A policy designed to provide protection to employees against accidents leading to disablement during the course of employment. This protects employees and provides financial support in case of any injury / loss of work time due to accidents. You will be covered under Group Personal Accident Insurance Policy. In case of any accidents leading to permanent / partial/ full disability during the course of employment you will receive <b>INR 25,00,000</b> as per terms & condition of the policy.   |
|                        | Group Term Life Insurance (GTLI)        | A comprehensive policy designed to provide life Insurance protection to employees during employment with Vodafone. You will be covered under Group Term Life Insurance for protection against natural as well as accidental death as per policy terms. In case of any unfortunate demise, the beneficiary is entitled for <b>INR 25,00,000</b>   |
|                        | Medical - Hospitalisation expenses      | You will be covered in a family floater under Group Mediclaim Insurance policy for Self & Dependents (Spouse + 2 Children).<br><b>Self - INR 2,00,000</b><br><b>Spouse - INR 1,00,000</b><br><b>Child 1 - INR 1,00,000</b><br><b>Child 2 - INR 1,00,000</b><br>The premium for ensuring this cover is borne by the organization. A co-pay will be applicable for all Self, Spouse & Children claims.<br>You may also <b>opt for Medical Insurance for dependant Parents or Parents in law as per the company policy by paying a nominal premium amount.</b> A co-pay of will be applicable to Parental claims. |
| Communication Benefits | Vodafone Smartphone Program             | You will be entitled to get a 'Smart Phone Allowance' of <b>INR 11,000 every 2 years</b> (The amount mentioned is the gross amount and will be subject to income tax). The amount is recoverable in case of exit within 2 years from date of joining/disbursement  |
|                        | Official SIM Card                       | A 'SIM card' will be provided with Vodafone mobile connection to be used for official purposes. The bill will be cleared by the Company upto an approved amount.   |
|                        | Data connectivity allowance             | There will be a monthly 'Data connectivity allowance' of <b>INR 800 per month</b> which will be paid as part of your payroll. This allowance is provided to enable you to connect your official laptop/ mobile phone for official purposes and ease of remote working as required.   |
| Work-Life Support      | Leave entitlement as per policy         | You will be entitled to below type of leaves:<br><b>Privilege leave (annual leave) of 22 days</b><br><b>Sick leave - 7 Days</b><br><b>Casual leave - 7 Days</b><br>In addition, there will be <b>11 calendar holidays.</b> Maternity & Parenting leave applicable as per Company's Policy  |



  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



August 17, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

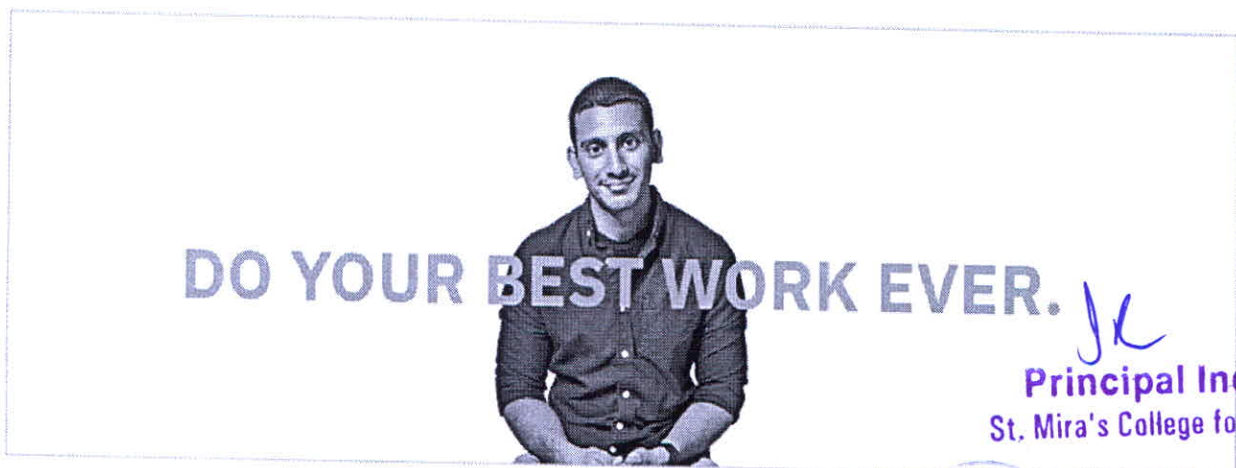
Dear Poorvi Anilkumar Sharma

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Analyst – Risk and Compliance, in band 3 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



IBM CONFIDENTIAL

ANNEXURE A

|                                       |                               |                           |      |
|---------------------------------------|-------------------------------|---------------------------|------|
| DATE                                  | August 17, 2021               |                           |      |
| NAME                                  | Poorvi Anilkumar Sharma       | BAND                      | 3    |
| DESIGNATION                           | Analyst – Risk and Compliance | LOCATION                  | Pune |
| <u>Compensation Components</u>        |                               | <u>IBM Offer (in INR)</u> |      |
| 1. Annual Basic Salary                |                               | 180000                    |      |
| 2. Annual Flexible Benefit Plan (FBP) |                               | 95000                     |      |
| <b>Annual Reference Salary</b>        |                               | <b>275000</b> ←           |      |

|                                    |   |
|------------------------------------|---|
| 3. Retirals                        |   |
| a) Provident Fund (PF)             | 21600   |
| b) Gratuity @ 4.8%                 | 8640  |
| Annual Reference Salary + Retirals | 305240  |
| 4. Performance Linked Variable Pay | 0 to 30000  |
| 5. Annual Potential Compensation   | <b>Annual Reference Salary + Retirals + Performance Linked Variable Pay</b> |

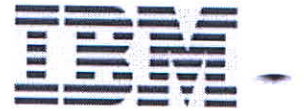
\*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal





- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

#### **Mobilizing the collective power of the IBMers**

- **IBMer volunteer COVID squads :** We have organized squad groups staffed by IBMer volunteers to take service requests and match them to verified sources of available resources - Hospital Beds, ICUs, Oxygen requirements, ambulances, medicines, and more. With over 2000 volunteers already signed up, this is really making a difference to quickly triage requests and ensure that needs are matched to resources available nationally.
- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
- IBM has partnered with United Way of India to drive an employee giving campaign. Employees can donate financially to the NGO and they in turn are working with several partners at the ground level to provide critical and emergency care for the community.
- IBMers are volunteering to become first responders on Covid-19 helplines through a collaboration with StepOne. StepOne is an NGO having an interface with 18 state governments and is helping to train & deploy volunteers to respond to queries on the government helpline.

#### **Leveraging our voice and influence to rally global support**

- IBM is playing a key role in **Global Task Force on Pandemic Response** launched by the US Chamber of Commerce to aid India and other Covid-19 Hot-Spots. This includes Sourcing, shipping and delivering 1,000 ventilators; 25,000 oxygen concentrators and working with local partners to fund emergency hospital beds in communities where our teams live and work.

In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

**Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.**

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





August 14, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

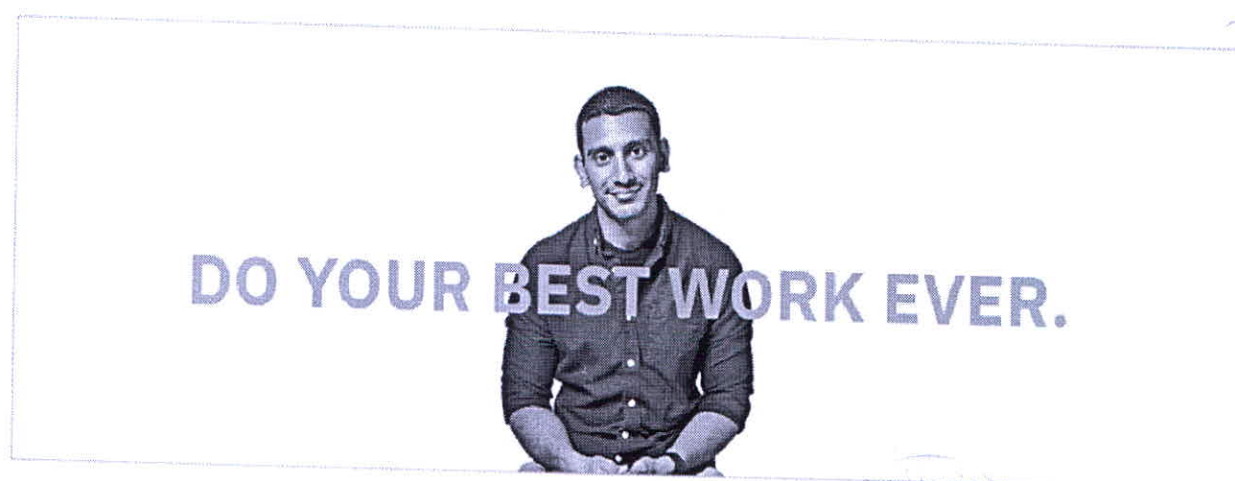
Dear Shatakshi Vikas Boyatkar

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Analyst – Risk and Compliance, in band 3 to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.



*Jayashree*  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

IBM CONFIDENTIAL

ANNEXURE A

|                                       |                               |                           |      |
|---------------------------------------|-------------------------------|---------------------------|------|
| DATE                                  | August 14, 2021               |                           |      |
| NAME                                  | Shatakshi Vikas Boyatkar      | BAND                      | 3    |
| DESIGNATION                           | Analyst – Risk and Compliance | LOCATION                  | Pune |
| <u>Compensation Components</u>        |                               | <u>IBM Offer (in INR)</u> |      |
| 1. Annual Basic Salary                |                               | 180000                    |      |
| 2. Annual Flexible Benefit Plan (FBP) |                               | 95000                     |      |
| Annual Reference Salary               |                               | 275000 ←                  |      |

|                                    |  |
|------------------------------------|--|
| 3. Retirals                        |  |
| a) Provident Fund (PF)             | 21600  |
| b) Gratuity @ 4.8%                 | 8640   |
| Annual Reference Salary + Retirals | 305240   |
| 4. Performance Linked Variable Pay | 0 to 30000   |
| 5. Annual Potential Compensation   | Annual Reference Salary + Retirals + Performance Linked Variable Pay |

\*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

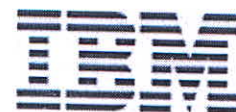
OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal



  
**Principal Incharge**  
 St. Mira's College for Girls, Pune





- **COVID Assist:** We have launched COVID Assist, a Watson Assistant powered AI bot, to channelize the requests around critical resources such as ambulance, oxygen, medicine, hospital beds, in an efficient manner. It will also help you connect with the IBM Squad volunteers on ground.

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- While we do this, employee health and well-being remain a key priority for us. We have set up several **employee support groups across cities** to provide employees with a platform to discuss issues, challenges, concerns and coping mechanisms such as managing stress, staying active and promoting self-care. Covid Warrior stories to energise teams.
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In addition, we are also closely engaged with the government and government agencies in India to offer our support and we are ready to do more.

Given the dynamic pandemic situation, IBM is constantly revising and updating any initiatives it has put in place to respond to the pandemic, And any of these programs and policies may be changed or withdrawn by IBM at its sole discretion. Please reach out to your HR contact to understand the current measures in place at IBM.

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.





Ubisoft Entertainment India Private Ltd.  
Level 5, B-3, Kumar Cerebrum,  
Kalyani Nagar, Pune- 411006

09-August-21

Uzma Shaikh  
Durrani Complex Building No K Flat No 4 Duggad  
Marathi School Kondhwa Khurd Pune  
Maharashtra 411048

Followed By: Rony Mathai

Dear Uzma Shaikh, ←

Further to our discussions, we are delighted to offer you an appointment with Ubisoft Entertainment India Private Ltd., Pune ("Ubisoft" or the "company") for the post "Junior Game Tester (L0)", as per the terms of reference given below.

**Terms and Conditions**

1. You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("**Company Policy**") of Ubisoft as applicable, enforced, amended or altered from time to time during the course of your employment.
2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in Pune. You will be reporting to such person in Ubisoft as may be indicated to you from time to time. However, your services are transferable and can be seconded or deputed by the Company to any of the Ubisoft operations or operations of Ubisoft's associate Companies in India or abroad. Ubisoft further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Ubisoft or as part of any restructuring or amalgamation or such other plan implemented by Ubisoft or by which Ubisoft is bound, on such terms and conditions as applicable to such plan.
3. Subject to your accepting this appointment letter and reporting to duty on, **09-August-21** your appointment is effective from the date of joining. **You shall be on a contract period for 1 year from the date of joining.** You shall be on a probationary period of **six months**, at the end of the probationary period, your performance will be reviewed and if found satisfactory, the contract period can be further extended, reduced or waived at the discretion of the management. During the probationary period, either party may terminate this appointment by giving **15 days'** notice or payment of salary in lieu thereof.

After successful completion of six months contract, either party may terminate this appointment by **1 month** in writing or payment of salary in lieu thereof.

At the end of the contract term, the duration may be extended, on such terms and conditions as may be mutually agreed by the parties.

Ubisoft may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of

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US

Ubisoft Entertainment India Private Limited  
Registered Office: Level 5, B-3, The Durrani Complex, Duggad, Kondhwa Khurd, Pune-411048  
Tel: 020-6642 4097/22-694005/3  
Fax: 020-6642 4098/10/15/4 Email: ubisoft@india.ubisoft.com

*Jayashree*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





## Annexure A

Position Title: **Junior Game Tester (L0)**Total Cost to Company (CTC): **INR 261,036.00 p.a.**

Your compensation is **Two Lakh Sixty-One Thousand and Thirty-Six Rupees Only** per annum on a cost to company basis and will be broken up under various heads based on company policy.

This amount includes all benefits and variable pay if any as described below and may be varied from time to time subject to Ubisoft's discretion.

## Salary Structure:

| Components  | Monthly( in Rs) | Annual(in Rs)  |
|---|-----------------|----------------|
| Basic   | 12,022          | 144,264        |
| HRA   | 3,607           | 43,279         |
| Entertainment Allowance   | 1,945           | 23,344         |
| Employer's Contribution to PF   | 1,676           | 20,113         |
| <b>Fixed CTC (A)</b>  | <b>19,250</b>   | <b>231,000</b> |
| Gratuity  | 578             | 6,936          |
| **Bonus   | 1,925           | 23,100         |
| <b>Total CTC (B)</b>  | <b>21,753</b>   | <b>261,036</b> |
| Deductions  | Monthly( in Rs) | Annual(in Rs)  |
| Employer's Contribution to PF   | 1,676           | 20,113         |
| Employee's Contribution to PF   | 1,676           | 20,113         |
| Income Tax  | ...             | ...            |
| Sodexo Meal Coupons   | ...             | ...            |
| Professional Tax  | 200             | 2,500          |
| <b>Total Deductions (C)</b>   | <b>3,552</b>    | <b>42,726</b>  |
|   | Monthly( in Rs) | Annual(in Rs)  |
| <b>Net take salary =(A)-(C)</b>                                       | <b>15,698</b>   | <b>188,274</b> |
| Net and gross salary is applicable to Professional tax and Income tax |                 |                |
| Hence the deductions towards the same will be made separately.        |                 |                |

**Bonus:** You will be eligible for a Bonus payout, which is calculated at 10% on fixed CTC as mentioned in the compensation details above. The mode of payment for Financial Year will be as follows.

No Bonus will be paid during the first Six months of the contract.

Bonus payout amount will be retroacted from date of joining after successful completion of six months contract/probation. Amount of Bonus paid will be purely based on the company's and individual performance.



Ubisoft Entertainment India Private Limited  
 Registered Office : Level 6, B-5, The Cyberpark IT Park, Kalyani Nagar, Pune  
 Branch Office : 5th and 6th floor, 1st and 2nd floor, Technology Street - IT Hub, Kalyani Nagar, Pune  
 Tel: 020-6647 050/022 6640 050  
 CIN: U72200PC09BH10039751 mail: Ubisoftindia@ubisoft.com

www.ubisoft.com

5/1/2024

*Jayashree*  
**Principal Incharge**  
 St. Mira's College for Girls, Pune.





Ubisoft Entertainment India Private Ltd.  
Level 5, B-3, Kumar Cerebrum,  
Kalyani Nagar, Pune- 411006

02-August-21

Akanksha Kshirsagar  
S no 6/2 Mangal Murti height flat no 301 , IT  
Park Near Phase 1 Rakshak Nagar Kharadi  
Chandannagar Pune Maharashtra 411014

Followed By: Rony Mathai

Dear Akanksha Kshirsagar,

Further to our discussions, we are delighted to offer you an appointment with Ubisoft Entertainment India Private Ltd., Pune ("Ubisoft" or the "company") for the post "**Junior Game Tester (L0)**", as per the terms of reference given below.

#### Terms and Conditions

1. You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("**Company Policy**") of Ubisoft as applicable, enforced, amended or altered from time to time during the course of your employment.
2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in Pune. You will be reporting to such person in Ubisoft as may be indicated to you from time to time. However, your services are transferable and can be seconded or deputed by the Company to any of the Ubisoft operations or operations of Ubisoft's associate Companies in India or abroad. Ubisoft further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Ubisoft or as part of any restructuring or amalgamation or such other plan implemented by Ubisoft or by which Ubisoft is bound, on such terms and conditions as applicable to such plan.
3. Subject to your accepting this appointment letter and reporting to duty on, **02-August-21** your appointment is effective from the date of joining. **You shall be on a contract period for 1 year from the date of joining.** You shall be on a probationary period of **six months**, at the end of the probationary period, your performance will be reviewed and if found satisfactory, the contract period can be further extended, reduced or waived at the discretion of the management. During the probationary period, either party may terminate this appointment by giving **15 days'** notice or payment of salary in lieu thereof.

After successful completion of six months contract, either party may terminate this appointment by **1 month** in writing or payment of salary in lieu thereof.

At the end of the contract term, the duration may be extended, on such terms and conditions as may be mutually agreed by the parties.

Ubisoft may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of

DS  


Ubisoft Entertainment India Private Limited  
Registered Office : Level 5, B-3, The Cerebrum, B-3, Kumar Cerebrum, Kalyani Nagar, Pune-411006  
Pune Office : S No 6/2 Mangal Murti Height Flat No 301, IT Park Near Phase 1 Rakshak Nagar Kharadi, Chandannagar, Pune-411014  
Tel: 020-26044100/020-26044101  
E: careers@ubisoft.com  
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www.ubisoft.com

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





## Annexure A

Position Title: **Junior Game Tester (L0)**

Total Cost to Company (CTC): **INR 261,036.00 p.a.**

Your compensation is **Two Lakh Sixty-One Thousand and Thirty-Six Rupees Only** per annum on a cost to company basis and will be broken up under various heads based on company policy.

This amount includes all benefits and variable pay if any as described below and may be varied from time to time subject to Ubisoft's discretion.

### Salary Structure:

| Components  | Monthly( in Rs) | Annual(in Rs)  |
|---|-----------------|----------------|
| Basic   | 12,022          | 144264         |
| HRA   | 3,607           | 43,279         |
| Entertainment Allowance   | 1,945           | 23,344         |
| Employer's Contribution to PF   | 1,676           | 20,113         |
| <b>Fixed CTC (A)</b>  | <b>19,250</b>   | <b>231,000</b> |
| Gratuity  | 578             | 6,936          |
| **Bonus   | 1,925           | 23,100         |
| <b>Total CTC (B)</b>  | <b>21,753</b>   | <b>261,036</b> |
| Deductions  | Monthly( in Rs) | Annual(in Rs)  |
| Employer's Contribution to PF   | 1,676           | 20,113         |
| Employee's Contribution to PF   | 1,676           | 20,113         |
| Income Tax  | ...             | ...            |
| Sodexo Meal Coupons   | ...             | ...            |
| Professional Tax  | 200             | 2,500          |
| <b>Total Deductions (C)</b>   | <b>3,552</b>    | <b>42,726</b>  |
|   | Monthly( in Rs) | Annual(in Rs)  |
| <b>Net take salary =(A)-(C)</b>                                       | <b>15,698</b>   | <b>188,274</b> |
| Net and gross salary is applicable to Professional tax and Income tax |                 |                |
| Hence the deductions towards the same will be made separately.        |                 |                |

**Bonus:** You will be eligible for a Bonus payout, which is calculated at 10% on fixed CTC as mentioned in the compensation details above. The mode of payment for Financial Year will be as follows.

No Bonus will be paid during the first Six months of the contract.

Bonus payout amount will be retroacted from date of joining after successful completion of six months contract/probation. Amount of Bonus paid will be purely based on the company's and individual performance.

DS  
Kanksha

Ubisoft Entertainment India Private Limited  
Registered Office: Level 6, B-1, The Empress, IT Park, Sector 28, Gurgaon, Haryana  
Branch Office: Sixth Floor - Unit 6, 6th floor, The Gateway Street - Bangalore  
Tel: 022-6646 4500/622-6646 4500  
CIN: U22210MN2009PTC010251 Email: [careers@ubisoft.com](mailto:careers@ubisoft.com)

[www.ubisoft.com](http://www.ubisoft.com)

Jayesh

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





Ubisoft Entertainment India Private Ltd.  
Level 5, B-3, Kumar Cerebrum,  
Kalyani Nagar, Pune- 411006

09-August-21

Rohin Shaikh  
Lohegaon Road Masjid Galli Indira Nagar Barma  
Shel Lohegaon Pune City IAF Station Pune  
Maharashtra 411032

Followed By: Rony Mathai

Dear Rohin Shaikh,

Further to our discussions, we are delighted to offer you an appointment with Ubisoft Entertainment India Private Ltd., Pune ("Ubisoft" or the "company") for the post "Junior Game Tester (L0)", as per the terms of reference given below.

**Terms and Conditions**

1. You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("**Company Policy**") of Ubisoft as applicable, enforced, amended or altered from time to time during the course of your employment.
2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in Pune. You will be reporting to such person in Ubisoft as may be indicated to you from time to time. However, your services are transferable and can be seconded or deputed by the Company to any of the Ubisoft operations or operations of Ubisoft's associate Companies in India or abroad. Ubisoft further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Ubisoft or as part of any restructuring or amalgamation or such other plan implemented by Ubisoft or by which Ubisoft is bound, on such terms and conditions as applicable to such plan.
3. Subject to your accepting this appointment letter and reporting to duty on, **09-August-21** your appointment is effective from the date of joining. **You shall be on a contract period for 1 year from the date of joining.** You shall be on a probationary period of **six months**, at the end of the probationary period, your performance will be reviewed and if found satisfactory, the contract period can be further extended, reduced or waived at the discretion of the management. During the probationary period, either party may terminate this appointment by giving **15 days'** notice or payment of salary in lieu thereof.

After successful completion of six months contract, either party may terminate this appointment by **1 month** in writing or payment of salary in lieu thereof.

At the end of the contract term, the duration may be extended, on such terms and conditions as may be mutually agreed by the parties.

Ubisoft may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of

Ubisoft Entertainment India Private Limited  
Registered Office: 10, 2nd Floor, The Gateway, 11, Ring Road,  
Kalyani Nagar, Pune, Maharashtra - 411006, India. Telephone: +91 20 2542 0000  
Fax: +91 20 2542 0001, Email: [hr@ubisoft.com](mailto:hr@ubisoft.com)  
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[www.ubisoft.com](http://www.ubisoft.com)





## Annexure A

Position Title: **Junior Game Tester (L0)**

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Registered Office: Level 5, 7, Tower 2, Promilla, Sector 16, Gurgaon, Haryana  
 Phone: +91 122 4040300  
 Fax: +91 122 4040301  
 Email: careers@ubisoft.com

www.ubisoft.com

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



Date: February 23, 2021  
Ref: LTI/HR/Campus/NE1/2021  
Name: Anjali Motilal Sharma  
College: St. Mira's College For Girls

**OFFER OF EMPLOYMENT**

Dear Anjali Motilal Sharma, ←

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

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

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

The date of commencement of training and venue for reporting will be intimated to you in advance. During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

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

**TERMS AND CONDITIONS**

**1. Increments and Promotions**

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

**2. Overseas Deputation/International Assignment**

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

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

**3. Documents**


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





ANNEXURE-1

| Name                                    | : Anjali Motilal Sharma | Date          | : February 23, 2021 |
|---|-------------------------|---------------|---------------------|
| Salary Grade                            | : AT1                   |               |                     |
| Components                              | Rs. p.a.                | Rs. p.m.      |                     |
| Basic                                   |                         | 15,000        |                     |
| Bouquet of Benefits                     |                         | 3,000         |                     |
| <b>A. Base Salary (PA)</b>              | <b>216,000</b>          | <b>18,000</b> |                     |
| Annual Incentive                        | 10,000                  |               |                     |
| <b>B. Total Variable (PA)</b>           | <b>10,000</b>           |               |                     |
| <b>C. Total Target Cash (A+B)</b>       | <b>226,000</b>          |               |                     |
| Provident Fund (PF)                     | 21,600                  | 1,800         |                     |
| Gratuity                                | 8,664                   | 722           |                     |
| Mediclaime Premium                      | 6,773                   |               |                     |
| <b>D. Retirals &amp; Other Benefits</b> | <b>37,037</b>           |               |                     |
| <b>Cost to Company (CTC) C+D</b>        | <b>263,037</b>          |               |                     |

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Self Declaration :

1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above and agree to abide by all the terms of employment.
2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above.
3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement.
4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement.
5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months from the date of my interview process.  
(If found so, LTI may take immediate action and cancel the candidature at ANY stage)

Candidate Signature: \_\_\_\_\_

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

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

Mobile No: \_\_\_\_\_

Date of interview process: \_\_\_\_\_



*Jayashree*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

Wipro Campus Update\_LOI Inbox X



Campus HR Team <wipro\_email-659f-b6d090a76a@talent.wipro.com> Unsubscribe  
To me >

Fri, 5 Mar, 17:12 ☆ ↶ ⋮

March 5, 2021

Dear Andrea Belsher,  
Resume Number - 20782863

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

| Period      | Scholarship | ESI | Consolidated Scholarship* (INR Per Month) |
|-------------|-------------|-----|---|
| First year  | 15000       | 488 | 15,488/- (*)                              |
| Second year | 17000       | 553 | 17,553/- (*)                              |
| Third year  | 19000       | 618 | 19,618/- (*)                              |
| Fourth year | 23000       | 0   | 23,000/- (*)                              |

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

Kindly note this letter of intent shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,  
For Wipro Limited,

**Sunil Kalachar**  
General Manager – Talent Acquisition

This message was sent to andybelsher@gmail.com. If you don't want to receive these emails from this company in the future, please go to: <https://wipro.com/privacy/2?r=F8FB20782863&contactId=4293645>

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**Principal Incharge**  
St. Mira's College for Girls, Pune.

June 30, 2021

HRD/1001980974/21-22

Ms. Shainy Misal  
Flat No 25, Saroj Apartment  
Fatima Nagar, Diamond Bakery Lane  
Pune-411013  
India

Ph: +91-9890837961

Dear Shainy,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **22-Jul-2021**.

**Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

*\* For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

**Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





**ANNEXURE - I**  
(Compensation)

| COMPENSATION DETAILS<br>(All figures in INR per month)  |                                |          |                     |   |
|---|--------------------------------|----------|---------------------|---|
| NAME  | Ms. Shainy Misal               |          |                     |   |
| ROLE  | Operations Executive           |          |                     |   |
| ROLE DESIGNATION  | Operations Executive - Trainee |          |                     |   |
| <b>1. MONTHLY COMPONENTS</b>  |                                |          |                     |   |
| BASIC SALARY  |                                |          |                     | 13,582  |
| BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)  |                                |          |                     | 2,580   |
| <b>MONTHLY GROSS SALARY</b>   |                                |          |                     | <b>16,162</b>                                 |
| <b>2. ANNUAL COMPONENT</b>  |                                |          |                     |   |
| BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)  |                                |          |                     | 136   |
| <b>3. RETIRAL BENEFITS</b>  |                                |          |                     |   |
| PROVIDENT FUND - 12% of Basic Salary  |                                |          |                     | 1,630   |
| GRATUITY - 4.81% of Basic Salary*   |                                |          |                     | 653   |
| <b>FIXED GROSS SALARY (1+2+3)</b>   |                                |          |                     | <b>18,581</b>                                 |
| <b>TOTAL GROSS SALARY</b>   |                                |          |                     | <b>18,581</b>                                 |
| <b>OTHER BENEFITS</b>   |                                |          |                     |   |
| Scheme  | Eligible Amount In INR         | Interest | Monthly Instalments | Margin Money<br>(To be borne by the employee) |
| <b>SALARY LOAN</b><br>(subject to submission of Trainee Agreement)  | 12000                          | Nil      | 12                  | Nil   |
| All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time |                                |          |                     |   |
| *The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act   |                                |          |                     |   |
| Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.  |                                |          |                     |   |

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Muskaan Laxman Laungani

College: St. Mira's College For Girls

### OFFER OF EMPLOYMENT

Dear Muskaan Laxman Laungani,

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

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in 'Annexure-1'.

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

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

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

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

### TERMS AND CONDITIONS

#### 1. Increments and Promotions

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

#### 2. Overseas Deputation/International Assignment

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

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

#### 3. Documents

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



**4. Background Verification**

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

**5. Service Agreement**

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

**6. Letter Acceptance**

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

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

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

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

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

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

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar  
Associate Director -  
Campus Recruitment,  
Learning & OD

I have read the letter and accept the same.

Signature and Date



  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



ANNEXURE-1

| Name                                    | : Muskaan Laxman Laungani | Date          | : February 23, 2021 |
|---|---------------------------|---------------|---------------------|
| Salary Grade                            | : AT1                     |               |                     |
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| Bouquet of Benefits                     |                           | 3,000         |                     |
| <b>A. Base Salary (PA)</b>              | <b>216,000</b>            | <b>18,000</b> |                     |
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| <b>Cost to Company (CTC) C+D</b>        | <b>263,037</b>            |               |                     |



Date: February 23, 2021  
Ref: LTI/HR/Campus/NE1/2021  
Name: Mayuri Shrikrishna Sapkal  
College: St. Mira's College For Girls

**OFFER OF EMPLOYMENT**

Dear Mayuri Shrikrishna Sapkal,

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

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*Jayal*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**4. Background Verification**

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

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Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar  
Associate Director -  
Campus Recruitment,  
Learning & OD

I have read the letter and accept the same.



Signature and Date

26/02/2021



  
Principal Incharge  
St. Mira's College for Girls, Pune.

**LTI**

Life Time Income

### Medical Insurance Premium:

The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a

Employees will not be eligible for any other assistance towards domiciliary treatment other than the medical allowances

### Notes:

- 1) Basic will be reckoned for PF, Gratuity (if applicable) and Leave Encashment as per rules.
- 2) HRA will be deducted for accommodation (if any) provided by the Company
- 3) You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- 4) The Company can set off or make appropriate adjustment from Bouquet of Benefits towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act
- 5) The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution
- 6) The eligibility for payment of Gratuity is a minimum of five years of service in the Company
- 7) The Annual Incentive(AI) will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same
- 8) Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

- Following are the components applicable to you under **Bouquet of Benefits (BOB)**.

| Components                | Limits                     | Remarks   |
|---------------------------|----------------------------|-----------|
| House Rent Allowance (PM) | 10% - 50% of basic         | Mandatory |
| Medical Allowance (PM)    | Rs. 1,250/-                | Optional  |
| Conveyance Allowance (PM) | Rs. 1,600/-                | Optional  |
| Meal Allowance (PM)       | Rs. 1,100/- OR Rs. 2,200/- | Optional  |

\*Balance amount under BoB will be paid as Adhoc Allowance per month and will be fully taxable

-You are required to declare your options under BoB in the SSC Portal. The guidelines relating to BoB are available under HR Policies.

- Income Tax will be deducted at source wherever applicable as per Income Tax Rules.

- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time.



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

Date: February 23, 2021

Ref: LTI/HR/Campus/NE1/2021

Name: Hadiya Parkar

College: St. Mira's College For Girls

**OFFER OF EMPLOYMENT**

Dear Hadiya Parkar, ←

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

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in '**Annexure-1**'.

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

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

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

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

**TERMS AND CONDITIONS**

**1. Increments and Promotions**

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

**2. Overseas Deputation/International Assignment**

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

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

**3. Documents**

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



*Jayash*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**4. Background Verification**

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

**5. Service Agreement**

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

**6. Letter Acceptance**

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

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

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

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

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

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

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar  
Associate Director -  
Campus Recruitment,  
Learning & OD

I have read the letter and accept the same.

\_\_\_\_\_  
Signature and Date



  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**LTI**

Date: February 23, 2021

Ref: LTI/HR/Recruitment/ML/2021

Name: Anushree Ambavale

College: St. Mira's College For Girls,

**OFFER OF EMPLOYMENT**

Dear Anushree Ambavale,

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

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in 'Annexure-1'.

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

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

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

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

**TERMS AND CONDITIONS**

**1. Increments and Promotions**

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

**2. Overseas Deputation/International Assignment**

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

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

**3. Documents**

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



  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

# LTI

## 4 Background Verification

As a part of background verification, we need your acknowledgement and authorization to check your records in background verification through internal or external agencies. These can include your credit record, bank records / previous employment history (if applicable), educational records, legal records (if any), medical background (if any), other background records (if any) that may be requested after you have joined the Company for doing background verification. You will have to be terminated, apart from other legal action being initiated against you.

## 5 Service Agreement

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

## 6 Letter Acceptance

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

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

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

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

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

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

Yours faithfully,

For Larsen & Toubro Infotronics Ltd.

  
Nishil Govekar  
Associate Director  
Campus Recruitment  
Learning & OD

I have read the letter and accept the same.



Signature and Date: 26/2/21



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Date: February 23, 2021  
Ref: LTI/HR/Campus/NE1/2021  
Name: Srushti Kulkarni  
College: St. Mira's College For Girls

**OFFER OF EMPLOYMENT**

Dear Srushti Kulkarni,

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

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,63,037/-** as per the details mentioned in 'Annexure-1'.

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

The date of commencement of training and venue for reporting will be intimated to you in advance. During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

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

**TERMS AND CONDITIONS**

- 1. Increments and Promotions**  
Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.
- 2. Overseas Deputation/International Assignment**  
It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense. Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.
- 3. Documents**  
Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



**4. Background Verification**

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

**5. Service Agreement**

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

**6. Letter Acceptance**

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

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

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

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

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

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

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar  
Associate Director -  
Campus Recruitment,  
Learning & OD

I have read the letter and accept the same.

Kulkarni & 25<sup>th</sup> February, 2021  
Signature and Date



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



26-March-2021

Shivani Kumari  
Bishunpur Diha, Samastipur, Bihar - 848209

Dear Shivani,

**Welcome to Vodafone!**

We are pleased to offer you the position of Trainee at Band J with **Vodafone India Services Private Limited**. The current role is subject to change depending upon work assignment from time to time. The terms and conditions of the offer are mentioned below.

1. Your place of posting will be based at **Pune, EON.** & Work from Home location will be based at **Pune**. Depending on the business requirement, the Company reserves the right to either instruct you to work from any of its office locations or from home which shall be at all times be based out of the above mentioned location unless otherwise instructed by the Company in writing. You are expected to maintain reasonable infrastructure at home to perform your services effectively. During employment with the Company, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad. You understand that the Company shall provide you with the necessary equipment including IT assets to perform your services efficiently. In case you decide not to join us for any reasons whatsoever and the Company's assets have been delivered to you, it shall be your responsibility to ensure that the assets are returned back to the Company as it is without any tampering. You shall be responsible for any damage to the assets provided to you by the Company before, during and post termination of your employment and you agree to the same.
2. You are expected to join as early as possible and not later than 05-July-2021 after which the offer shall automatically stand withdrawn, unless extended in writing by the Company and, in such cases; no claim of any nature, financial or otherwise shall be entertained by the Company.
3. Your employment is subject to a **probation period of 12 months** from the date of joining the services of the Company. During this probation period, the Company shall evaluate your performance and may confirm your appointment vide an appropriate "Confirmation Letter".
4. This is not a regular offer of appointment but a letter of intent. The "letter of appointment" will be issued at the time of joining.
5. This letter of intent is conditional and subject to clearance of the **pre-employment background verification** conducted by the Company.



Registered Address: **Vodafone India Services Private Limited**, Indiabulls Finance Centre, 1201, 12<sup>th</sup> Floor, Tower 1, Senapati Bapat Road, Elphinstone (West), Mumbai-400013, Maharashtra India (CIN: U64201MH1999PTC291049)

*Jk*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



6. Please submit self-attested copy of the following documents on the day of joining, failing which the offer stands cancelled.
  - The relieving / resignation acceptance letter from your present employer
  - 3 passport size photographs & a copy of your PAN card
7. The Compensation and Benefits Program applicable at Band J is enclosed for your reference in Annexure 1 & 2.
8. We reiterate that the compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with utmost seriousness.
9. Delay or omission in exercise of any right or remedy shall not impair such right or remedy or be constructed as a waiver.

Please return the duplicate copy of this letter duly signed indicating acceptance of terms and conditions of employment. Please note that this offer letter shall automatically stand withdrawn in case we do not receive the acknowledgement acceptance within fifteen days from the issue of this letter.

We once again would like to thank you for your interest in seeking a career with Vodafone and wish you a successful career with **Vodafone India Services Private Limited**.

Yours sincerely,

For **Vodafone India Services Private Limited**

**Gopal Saha**  
**General Manager – Resourcing**

**ACKNOWLEDGEMENT & ACCEPTANCE**

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

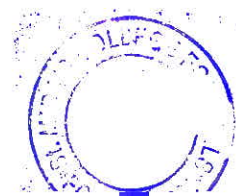
**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

Registered Address: Vodafone India Services Private Limited, Indiabulls Finance Centre, 1201-12<sup>th</sup> Floor, Tower-1, Senapati Bapat Road, Elphinstone (West), Mumbai 400013, Maharashtra India (CIN: U64201MH1999PTC294960)





| Annexure : Compensation Details - Total Target Cash (TTC)   |                         |                        |
|---|-------------------------|------------------------|
| Name  | Shivani Kumari          |                        |
| Designation   | Trainee                 |                        |
| Band  | J                       |                        |
|   | Monthly Amount (in INR) | Annual Amount (in INR) |
| <b>Component (A)</b>  |                         |                        |
| Basic Salary (35% of TTC)   | 8,750.00                | 105,000.00             |
| Housing Rent Allowance (HRA - 50% of Basic)   | 4,375.00                | 52,500.00              |
| Management Allowance <sup>1</sup>   | 8,439.49                | 101,273.83             |
| <b>Component (B) - Retirals<sup>2</sup></b>   |                         |                        |
| Provident Fund (Company Contribution)   | 1,800.00                | 21,600.00              |
| <b>Total Fixed Pay (A+B)</b>  | <b>23,364.49</b>        | <b>280,373.83</b>      |
| <b>Component (C) - Target GSTIP<sup>3</sup></b>   |                         |                        |
| Target GSTIP is @ 7% of Fixed Pay   | 1,635.51                | 19,626.17              |
| <b>Total Target Cash<sup>4</sup> (Fixed Pay + GSTIP)</b>  | <b>25,000.00</b>        | <b>300,000.00</b>      |
| 1. Management Allowance and Target GSTIP <sup>3</sup> are inclusive of the interim bonus as payable under the statute   |                         |                        |
| 2. Retirals includes Provident Fund @ 12% of Basic Salary which is company contribution, an equivalent amount is deducted from employee's payroll as employee contribution towards Provident Fund   |                         |                        |
| 3. GSTIP is Global Short Term Incentive Plan - GSTIP pay-out is subject to Company & Employee performance as per applicable GSTIP Plan and continued employment with VSS India on the date of pay-out   |                         |                        |
| 4. Total Target Cash: in Vodafone Group terminology, Total Target Cash (TTC) refers to 'Annual CTC'. This is the total cash including Fixed Pay and Target GSTIP. Fixed pay includes Retiral Benefit  |                         |                        |
| Gratuity: 4.81% of Annual Basic Salary, Pay-out as per Gratuity Act. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment.   |                         |                        |
| <b>Taxation:</b>  |                         |                        |
| All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees. The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement (if any) |                         |                        |

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



Registered Address: Vodafone India Services Private Limited, Indiabulls Finance Centre, 1201, 12<sup>th</sup> Floor, Tower- 1, Senapati Bapat Road, Elphinstone (West) Mumbai-400013, Maharashtra India (CIN: U64201MH1999PTC294960)



30-March-2021

Pandey Shikha Ranjeet  
C/O: C. S. Auti, 1286 B, Gujar Mala, Shirur, Pune, Maharashtra

Dear Shikha,

**Welcome to Vodafone!**

We are pleased to offer you the position of Trainee at Band J with **Vodafone India Services Private Limited**. The current role is subject to change depending upon work assignment from time to time. The terms and conditions of the offer are mentioned below.

1. Your place of posting will be based at **Pune, EON**. & Work from Home location will be based at **Pune**. Depending on the business requirement, the Company reserves the right to either instruct you to work from any of its office locations or from home which shall be at all times be based out of the above mentioned location unless otherwise instructed by the Company in writing. You are expected to maintain reasonable infrastructure at home to perform your services effectively. During employment with the Company, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad. You understand that the Company shall provide you with the necessary equipment including IT assets to perform your services efficiently. In case you decide not to join us for any reasons whatsoever and the Company's assets have been delivered to you, it shall be your responsibility to ensure that the assets are returned back to the Company as it is without any tampering. You shall be responsible for any damage to the assets provided to you by the Company before, during and post termination of your employment and you agree to the same.
2. You are expected to join as early as possible and not later than 05-July-2021 after which the offer shall automatically stand withdrawn, unless extended in writing by the Company and, in such cases; no claim of any nature, financial or otherwise shall be entertained by the Company.
3. Your employment is subject to a **probation period of 12 months** from the date of joining the services of the Company. During this probation period, the Company shall evaluate your performance and may confirm your appointment-vide an appropriate "Confirmation Letter".
4. This is not a regular offer of appointment but a letter of intent. The "letter of appointment" will be issued at the time of joining.
5. This letter of intent is conditional and subject to clearance of the **pre-employment background verification** conducted by the Company.



Registered Address: Vodafone India Services Private Limited, Indiabulls Finance Centre, 1201, 12<sup>th</sup> Floor, Tower- 1, Senapati Bapat Road, Elphinstone (West), Mumbai 400013, Maharashtra India (CIN: U64201MH1999PTC294960)



6. Please submit self-attested copy of the following documents on the day of joining, failing which the offer stands cancelled.
  - The relieving / resignation acceptance letter from your present employer
  - 3 passport size photographs & a copy of your PAN card
7. The Compensation and Benefits Program applicable at Band J is enclosed for your reference in Annexure 1 & 2.
8. We reiterate that the compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with utmost seriousness.
9. Delay or omission in exercise of any right or remedy shall not impair such right or remedy or be constructed as a waiver.

Please return the duplicate copy of this letter duly signed indicating acceptance of terms and conditions of employment. Please note that this offer letter shall automatically stand withdrawn in case we do not receive the acknowledgement acceptance within fifteen days from the issue of this letter.

We once again would like to thank you for your interest in seeking a career with Vodafone and wish you a successful career with **Vodafone India Services Private Limited**.

Yours sincerely,

For **Vodafone India Services Private Limited**

**Gopal Saha**  
**General Manager – Resourcing**

**ACKNOWLEDGEMENT & ACCEPTANCE**

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

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_





| Annexure : Compensation Details - Total Target Cash (TTC)  |                         |                        |
|--|-------------------------|------------------------|
| Name   | Pandey Shikha Ranjeet   |                        |
| Designation  | Trainee                 |                        |
| Band   | J                       |                        |
|  | Monthly Amount (In INR) | Annual Amount (In INR) |
| <b>Component (A)</b>   |                         |                        |
| Basic Salary (35% of TTC)  | 8,750.00                | 105,000.00             |
| Housing Rent Allowance (HRA - 50% of Basic)  | 4,375.00                | 52,500.00              |
| Management Allowance <sup>1</sup>  | 8,439.49                | 101,273.83             |
| <b>Component (B) - Retirals <sup>2</sup></b>   |                         |                        |
| Provident Fund (Company Contribution)  | 1,800.00                | 21,600.00              |
| <b>Total Fixed Pay (A+B)</b>   | <b>23,364.49</b>        | <b>280,373.83</b>      |
| <b>Component (C) - Target GSTIP <sup>3</sup></b>   |                         |                        |
| Target GSTIP is @ 7% of Fixed Pay  | 1,635.51                | 19,626.17              |
| <b>Total Target Cash <sup>4</sup> (Fixed Pay + GSTIP)</b>  | <b>25,000.00</b>        | <b>300,000.00</b>      |
| <p>1. Management Allowance and Target GSTIP<sup>3</sup> are inclusive of the interim bonus as payable under the statute</p> <p>2. Retirals includes Provident Fund @ 12% of Basic Salary which is company contribution, an equivalent amount is deducted from employee's payroll as employee contribution towards Provident Fund</p> <p>3. GSTIP is Global Short Term Incentive Plan - GSTIP pay-out is subject to Company &amp; Employee performance as per applicable GSTIP Plan and continued employment with VSS India on the date of pay-out</p> <p>4. Total Target Cash: In Vodafone Group terminology, Total Target Cash (TTC) refers to 'Annual CTC'. This is the total cash including Fixed Pay and Target GSTIP. Fixed pay includes Retiral Benefit</p> <p>Gratuity: 4.81% of Annual Basic Salary. Pay-out as per Gratuity Act. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment.</p> <p><b>Taxation:</b><br/>All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees. The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement (if any)</p> |                         |                        |



Registered Address: Vodafone India Services Private Limited, Indiabulls Finance Centre, 1201, 12<sup>th</sup> Floor, Tower-1, Senapati Bapat Road, Elphinstone (West), Mumbai-400013, Maharashtra India (CIN: U64201M41999PTC294060)





30-March-2021

Phalguni Narendra Chanchlani  
Shankar Math G -320, Poorva Nagri Society, Vaidwadi, Hadapsar I.E., Pune, Maharashtra - 411013

Dear Phalguni,

**Welcome to Vodafone!**

We are pleased to offer you the position of Trainee at Band J with **Vodafone India Services Private Limited**. The current role is subject to change depending upon work assignment from time to time. The terms and conditions of the offer are mentioned below.

1. Your place of posting will be based at **Pune, EON.** & Work from Home location will be based at **Pune**. Depending on the business requirement, the Company reserves the right to either instruct you to work from any of its office locations or from home which shall be at all times be based out of the above mentioned location unless otherwise instructed by the Company in writing. You are expected to maintain reasonable infrastructure at home to perform your services effectively. During employment with the Company, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad. You understand that the Company shall provide you with the necessary equipment including IT assets to perform your services efficiently. In case you decide not to join us for any reasons whatsoever and the Company's assets have been delivered to you, it shall be your responsibility to ensure that the assets are returned back to the Company as it is without any tampering. You shall be responsible for any damage to the assets provided to you by the Company before, during and post termination of your employment and you agree to the same.
2. You are expected to join as early as possible and not later than 05-July-2021 after which the offer shall automatically stand withdrawn, unless extended in writing by the Company and, in such cases; no claim of any nature, financial or otherwise shall be entertained by the Company.
3. Your employment is subject to a **probation period of 12 months** from the date of joining the services of the Company. During this probation period, the Company shall evaluate your performance and may confirm your appointment vide an appropriate "Confirmation Letter".
4. This is not a regular offer of appointment but a letter of intent. The "letter of appointment" will be issued at the time of joining.
5. This letter of intent is conditional and subject to clearance of the **pre-employment background verification** conducted by the Company.



Registered Address: Vodafone India Services Private Limited, Indiabulls Finance Centre, 1201, 12<sup>th</sup> Floor, Tower-1,  
Chhatrapati Sambaji Road, Elphinstone (West), Mumbai 400013 Maharashtra India (CIN: U64201MH1999PTC294050)

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



6. Please submit self-attested copy of the following documents on the day of joining, failing which the offer stands cancelled.
  - The relieving / resignation acceptance letter from your present employer
  - 3 passport size photographs & a copy of your PAN card
7. The Compensation and Benefits Program applicable at Band J is enclosed for your reference in Annexure 1 & 2.
8. We reiterate that the compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with utmost seriousness.
9. Delay or omission in exercise of any right or remedy shall not impair such right or remedy or be constructed as a waiver.

Please return the duplicate copy of this letter duly signed indicating acceptance of terms and conditions of employment. Please note that this offer letter shall automatically stand withdrawn in case we do not receive the acknowledgement acceptance within fifteen days from the issue of this letter.

We once again would like to thank you for your interest in seeking a career with Vodafone and wish you a successful career with **Vodafone India Services Private Limited**.

Yours sincerely,

For **Vodafone India Services Private Limited**

\_\_\_\_\_  
**Gopal Saha**  
**General Manager – Resourcing**

**ACKNOWLEDGEMENT & ACCEPTANCE**

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

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



Registered Address: **Vodafone India Services Private Limited**, Indiabulls Finance Centre, 1201, 12<sup>th</sup> Floor, Tower 1, Senapati Bapat Road, Elphinstone (West), Mumbai 400013, Maharashtra India (CIN: U64201MH1999PTC294950)

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



| Annexure : Compensation Details - Total Target Cash (TTC)   |                              |                        |
|---|------------------------------|------------------------|
| Name  | Phalguni Narendra Chanchlani |                        |
| Designation   | Trainee                      |                        |
| Band  | J                            |                        |
|   | Monthly Amount (In INR)      | Annual Amount (In INR) |
| <b>Component (A)</b>  |                              |                        |
| Basic Salary (35% of TTC)   | 8,750.00                     | 105,000.00             |
| Housing Rent Allowance (HRA - 50% of Basic)   | 4,375.00                     | 52,500.00              |
| Management Allowance <sup>1</sup>   | 8,439.49                     | 101,273.83             |
| <b>Component (B) - Retirals <sup>2</sup></b>  |                              |                        |
| Provident Fund (Company Contribution)   | 1,800.00                     | 21,600.00              |
| <b>Total Fixed Pay (A+B)</b>  | <b>23,364.49</b>             | <b>280,373.83</b>      |
| <b>Component (C) - Target GSTIP <sup>3</sup></b>  |                              |                        |
| Target GSTIP is @ 7% of Fixed Pay   | 1,635.51                     | 19,626.17              |
| <b>Total Target Cash <sup>4</sup> (Fixed Pay + GSTIP)</b>   | <b>25,000.00</b>             | <b>300,000.00</b>      |
| 1. Management Allowance and Target GSTIP <sup>3</sup> are inclusive of the interim bonus as payable under the statute   |                              |                        |
| 2. Retirals includes Provident Fund @ 12% of Basic Salary which is company contribution, an equivalent amount is deducted from employee's payroll as employee contribution towards Provident Fund   |                              |                        |
| 3. GSTIP is Global Short Term Incentive Plan - GSTIP pay-out is subject to Company & Employee performance as per applicable GSTIP Plan and continued employment with VSS India on the date of pay-out   |                              |                        |
| 4. Total Target Cash: In Vodafone Group terminology, Total Target Cash (TTC) refers to 'Annual CTC'. This is the total cash including Fixed Pay and Target GSTIP. Fixed pay includes Retiral Benefit  |                              |                        |
| Gratuity: 4.81% of Annual Basic Salary. Pay-out as per Gratuity Act. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment.   |                              |                        |
| <b>Taxation:</b><br>All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees. The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement (if any) |                              |                        |

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



Registered Address: Vodafone India Services Private Limited, Indiabulls Finance Centre, 1201, 12<sup>th</sup> Floor, Tower-1, Senapati Bapat Road, Elphinstone (West), Mumbai 400013, Maharashtra India (CIN: U64201MH1999PTC294060)



30-March-2021

Devyani Suresh Rupeeja  
1115, Shukrwar Peth, Sathe Colony, Pune, Maharashtra - 411002

Dear Devyani,

**Welcome to Vodafone!**

We are pleased to offer you the position of Trainee at Band J with **Vodafone India Services Private Limited**. The current role is subject to change depending upon work assignment from time to time. The terms and conditions of the offer are mentioned below.

1. Your place of posting will be based at **Pune, EON**. & Work from Home location will be based at **Pune**. Depending on the business requirement, the Company reserves the right to either instruct you to work from any of its office locations or from home which shall be at all times be based out of the above mentioned location unless otherwise instructed by the Company in writing. You are expected to maintain reasonable infrastructure at home to perform your services effectively. During employment with the Company, you may be transferred/ deputed to any operating office or location of the Company or any Group company which may come into existence in future, in India or Abroad. You understand that the Company shall provide you with the necessary equipment including IT assets to perform your services efficiently. In case you decide not to join us for any reasons whatsoever and the Company's assets have been delivered to you, it shall be your responsibility to ensure that the assets are returned back to the Company as it is without any tampering. You shall be responsible for any damage to the assets provided to you by the Company before, during and post termination of your employment and you agree to the same.
2. You are expected to join as early as possible and not later than 05-July-2021 after which the offer shall automatically stand withdrawn, unless extended in writing by the Company and, in such cases; no claim of any nature, financial or otherwise shall be entertained by the Company.
3. Your employment is subject to a **probation period of 12 months** from the date of joining the services of the Company. During this probation period, the Company shall evaluate your performance and may confirm your appointment vide an appropriate "Confirmation Letter".
4. This is not a regular offer of appointment but a letter of intent. The "letter of appointment" will be issued at the time of joining.
5. This letter of intent is conditional and subject to clearance of the **pre-employment background verification** conducted by the Company.

For Support Address: Vodafone India Services Private Limited, VidyaBull's Finance Centre, 1201-1214 (Bul), Tower-1,  
1201-1214 (Bul), Road, Chinchwad (West), Mumbai-400013, Maharashtra, India (IN) (+91) 020-389972294054

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





6. Please submit self-attested copy of the following documents on the day of joining, failing which the offer stands cancelled.
  - The relieving / resignation acceptance letter from your present employer
  - 3 passport size photographs & a copy of your PAN card
7. The Compensation and Benefits Program applicable at Band J is enclosed for your reference in Annexure 1 & 2.
8. We reiterate that the compensation is a confidential matter between you and the Company and we reaffirm that the Company shall view any breach of confidentiality with utmost seriousness.
9. Delay or omission in exercise of any right or remedy shall not impair such right or remedy or be constructed as a waiver.

Please return the duplicate copy of this letter duly signed indicating acceptance of terms and conditions of employment. Please note that this offer letter shall automatically stand withdrawn in case we do not receive the acknowledgement acceptance within fifteen days from the issue of this letter.

We once again would like to thank you for your interest in seeking a career with Vodafone and wish you a successful career with **Vodafone India Services Private Limited**.

Yours sincerely,

For **Vodafone India Services Private Limited**

\_\_\_\_\_  
**Gopal Saha**  
 General Manager – Resourcing

**ACKNOWLEDGEMENT & ACCEPTANCE**

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

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



Vodafone India Services Private Limited, Indiabulls Finance Centre, 1201 12, 12th Floor, Tower 1, The World Trade Center, Upper Ground Floor, West, Mumbai 400014, Maharashtra, India. CIN: U64201M-112007122941602

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



| Annexure : Compensation Details - Total Target Cash (TTC)  |                         |                        |
|--|-------------------------|------------------------|
| Name   | Devyani Suresh Rupeeja  |                        |
| Designation  | Trainee                 |                        |
| Band   | J                       |                        |
|  | Monthly Amount (in INR) | Annual Amount (in INR) |
| <b>Component (A)</b>   |                         |                        |
| Basic Salary (35% of TTC)  | 8,750.00                | 105,000.00             |
| Housing Rent Allowance (HRA - 50% of Basic)  | 4,375.00                | 52,500.00              |
| Management Allowance <sup>1</sup>  | 8,439.49                | 101,273.83             |
| <b>Component (B) - Retirals <sup>2</sup></b>   |                         |                        |
| Provident Fund (Company Contribution)  | 1,800.00                | 21,600.00              |
| <b>Total Fixed Pay (A+B)</b>   | <b>23,364.49</b>        | <b>280,373.83</b>      |
| <b>Component (C) - Target GSTIP <sup>3</sup></b>   |                         |                        |
| Target GSTIP is @ 7% of Fixed Pay  | 1,635.51                | 19,626.17              |
| <b>Total Target Cash <sup>4</sup> (Fixed Pay + GSTIP)</b>  | <b>25,000.00</b>        | <b>300,000.00</b>      |
| <sup>1</sup> Management Allowance and Target GSTIP <sup>3</sup> are inclusive of the interim bonus as payable under the statute<br><sup>2</sup> Retirals includes Provident Fund @ 12% of Basic Salary which is company contribution, an equivalent amount is deducted from employee's payroll as employee contribution towards Provident Fund<br><sup>3</sup> GSTIP is Global Short Term Incentive Plan - GSTIP pay-out is subject to Company & Employee performance as per applicable GSTIP Plan and continued employment with VSS India on the date of pay-out<br><sup>4</sup> Total Target Cash: In Vodafone Group terminology, Total Target Cash (TTC) refers to 'Annual CTC'. This is the total cash including Fixed Pay and Target GSTIP. Fixed pay includes Retiral Benefit<br><b>Gratuity:</b> 4.81% of Annual Basic Salary. Pay-out as per Gratuity Act. This is in addition to the mentioned Annual TTC and does not form part of the monthly fixed payment.<br><b>Taxation:</b><br>All payments are subject to taxation as per the Income Tax Rules. The Company will ensure compliance to the tax rules and apply any amendments to the Income Tax rules when processing the payroll of the employees. The applicable tax as per Income tax rules will also apply to the Joining bonus and notice period reimbursement (if any) |                         |                        |

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





07 Jun 2021

Dear Ronek Kaur Inderjeet Singh,  
B.Sc., Computer Science  
St Mira'S College For Girls

**Candidate ID – 15746498**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraiakkam, Chennai - 600 097

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



### 3.1 Cognizant Internship:

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar  
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:





Compensation and Benefits

Name: Ronek Kaur Inderjeet Singh

Designation: Programmer Trainee

| Sl. No.  | Description   | Monthly     | Yearly         |
|--|---|-------------|----------------|
| 1  | Basic   | 6500        | 78,000         |
| 2  | HRA*  | 2600        | 31,200         |
| 3  | Company's contribution of PF #  | 1475.892857 | 17,711         |
| 4  | Advance Statutory Bonus***  | 2000        | 24,000         |
| 5  | Special Allowance*  | 5330        | 63,960         |
| 6  | Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions | 469         | 5,628          |
| <b>Annual Gross Compensation</b>   |   |             | <b>220,499</b> |
| Incentive Indication (per annum)**   |   |             | 12,000         |
| <b>Annual Total Compensation</b>   |   |             | <b>232,499</b> |
| Company's contribution towards benefits (Medical, Accident and Life Insurance) |   |             | 19,500         |
| <b>Annual Total Remuneration</b>   |   |             | <b>251,999</b> |

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

| Sl No | Category of Leave | No. of leave days |
|-------|-------------------|-------------------|
| 1     | Earned Leave      | 18                |
| 2     | Sick Leave        | 12                |
| 3     | Casual Leave      | 6                 |

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Rt'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraiakkam, Chennai - 600 097

Principal Incharge  
St. Mira's College for Girls, Pune.





07-Jun-2021

Dear Sejal Agarwal,  
B.Sc., Computer Science  
St Mira'S College For Girls



Candidate ID – 15746765

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 251,999/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

### 3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

### 3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

### 3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,  
**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar  
**Vice President – Human Resources**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature:**

**Date:**



Compensation and Benefits

Name: Sejal Agarwal

Designation: Programmer Trainee

| SI. No.  | Description   | Monthly     | Yearly         |
|--|---|-------------|----------------|
| 1  | Basic   | 6500        | 78,000         |
| 2  | HRA*  | 2600        | 31,200         |
| 3  | Company's contribution of PF #  | 1475.892857 | 17,711         |
| 4  | Advance Statutory Bonus***  | 2000        | 24,000         |
| 5  | Special Allowance*  | 5330        | 63,960         |
| 6  | Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions | 469         | 5,628          |
| <b>Annual Gross Compensation</b>   |   |             | <b>220,499</b> |
| Incentive Indication (per annum)**   |   |             | 12,000         |
| <b>Annual Total Compensation</b>   |   |             | <b>232,499</b> |
| Company's contribution towards benefits (Medical, Accident and Life Insurance) |   |             | 19,500         |
| <b>Annual Total Remuneration</b>   |   |             | <b>251,999</b> |

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

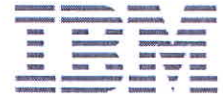
**Leave & Vacation:**

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

| SI No | Category of Leave | No. of leave days |
|-------|-------------------|-------------------|
| 1     | Earned Leave      | 18                |
| 2     | Sick Leave        | 12                |
| 3     | Casual Leave      | 6                 |

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy





August 14, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Pratibha Shankar Ghante

We are pleased to offer you the position of Analyst - Risk and Compliance, in band 3 at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 31, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Embassy Tech Zone, Plot No 3, 1.1 building, Wing B, Rajiv Gandhi Infotech Park, Phase 2, Hinjewadi, Pune - 411057. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to [pronboar@in.ibm.com](mailto:pronboar@in.ibm.com).

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:





IBM CONFIDENTIAL

ANNEXURE A

|                                       |                               |                           |      |
|---------------------------------------|-------------------------------|---------------------------|------|
| DATE                                  | August 14, 2021               |                           |      |
| NAME                                  | Pratibha Shankar Ghante       | BAND                      | 3    |
| DESIGNATION                           | Analyst – Risk and Compliance | LOCATION                  | Pune |
| <u>Compensation Components</u>        |                               | <u>IBM Offer (in INR)</u> |      |
| 1. Annual Basic Salary                |                               | 180000                    |      |
| 2. Annual Flexible Benefit Plan (FBP) |                               | 95000                     |      |
| <b>Annual Reference Salary</b>        |                               | <b>275000</b>             |      |

|                                    |  |
|------------------------------------|--|
| 3. Retirals                        |  |
| a) Provident Fund (PF)             | 21600  |
| b) Gratuity @ 4.8%                 | 8640   |
| Annual Reference Salary + Retirals | 305240   |
| 4. Performance Linked Variable Pay | 0 to 30000   |
| 5. Annual Potential Compensation   | Annual Reference Salary + Retirals + Performance Linked Variable Pay |

\*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



August 17, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Shraddha Ganesh Gaikwad

We are pleased to offer you the position of Analyst – Risk and Compliance, in band 3 at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 31, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Embassy Tech Zone, Plot No 3, 1.1 building, Wing B, Rajiv Gandhi Infotech Park, Phase 2, Hinjewadi, Pune – 411057. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to [pronboar@in.ibm.com](mailto:pronboar@in.ibm.com).

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

2

IN\_16\_421500BR\_6550364



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



IBM CONFIDENTIAL

ANNEXURE A

|                                       |                               |                           |      |
|---------------------------------------|-------------------------------|---------------------------|------|
| DATE                                  | August 17, 2021               |                           |      |
| NAME                                  | Shraddha Ganesh Gaikwad       | BAND                      | 3    |
| DESIGNATION                           | Analyst - Risk and Compliance | LOCATION                  | Pune |
| <u>Compensation Components</u>        |                               | <u>IBM Offer (in INR)</u> |      |
| 1. Annual Basic Salary                |                               | 180000                    |      |
| 2. Annual Flexible Benefit Plan (FBP) |                               | 95000                     |      |
| <b>Annual Reference Salary</b>        |                               | <b>275000</b>             |      |

|   |   |
|---|---|
| 3. Retirals                             |   |
| a) Provident Fund (PF)                  | 21600   |
| b) Gratuity @ 4.8%                      | 8640  |
| Annual Reference Salary + Retirals      | 305240  |
| 4. Performance Linked Variable Pay      | 0 to 30000  |
| <b>5. Annual Potential Compensation</b> | <b>Annual Reference Salary + Retirals + Performance Linked Variable Pay</b> |

\*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal



  
**Principal Incharge**  
**St. Mira's College for Girls, Pune-**





August 17, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Pooja Vijaykumar Gaikwad

We are pleased to offer you the position of Analyst – Risk and Compliance, in band 3 at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 31, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Embassy Tech Zone, Plot No 3, 1.1 building, Wing B, Rajiv Gandhi Infotech Park, Phase 2, Hinjewadi, Pune – 411057. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to [pronboar@in.ibm.com](mailto:pronboar@in.ibm.com).

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



IBM CONFIDENTIAL

ANNEXURE A

|                                       |                               |                           |      |
|---------------------------------------|-------------------------------|---------------------------|------|
| DATE                                  | August 17, 2021               |                           |      |
| NAME                                  | Pooja Vijaykumar Gaikwad      | BAND                      | 3    |
| DESIGNATION                           | Analyst - Risk and Compliance | LOCATION                  | Pune |
| <u>Compensation Components</u>        |                               | <u>IBM Offer (in INR)</u> |      |
| 1. Annual Basic Salary                |                               | 180000                    |      |
| 2. Annual Flexible Benefit Plan (FBP) |                               | 95000                     |      |
| <b>Annual Reference Salary</b>        |                               | <b>275000</b>             |      |

|                                    |  |
|------------------------------------|--|
| 3. Retirals                        |  |
| a) Provident Fund (PF)             | 21600  |
| b) Gratuity @ 4.8%                 | 8640   |
| Annual Reference Salary + Retirals | 305240   |
| 4. Performance Linked Variable Pay | 0 to 30000   |
| 5. Annual Potential Compensation   | Annual Reference Salary + Retirals + Performance Linked Variable Pay |

\*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



August 16, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Akshra Patil

We are pleased to offer you the position of Analyst – Risk and Compliance, in band 3 at IBM India Pvt Ltd(IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 31, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Embassy Tech Zone, Plot No 3, 1.1 building, Wing B, Rajiv Gandhi Infotech Park, Phase 2, Hinjewadi, Pune – 411057. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have any questions about your first day start paperwork, please send an email to [pronboar@in.ibm.com](mailto:pronboar@in.ibm.com).

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:



**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



IBM CONFIDENTIAL

ANNEXURE A

|                                       |                               |                           |      |
|---------------------------------------|-------------------------------|---------------------------|------|
| DATE                                  | August 16, 2021               |                           |      |
| NAME                                  | Akshra Patil                  | BAND                      | 3    |
| DESIGNATION                           | Analyst – Risk and Compliance | LOCATION                  | Pune |
| <u>Compensation Components</u>        |                               | <u>IBM Offer (in INR)</u> |      |
| 1. Annual Basic Salary                |                               | 180000                    |      |
| 2. Annual Flexible Benefit Plan (FBP) |                               | 95000                     |      |
| <b>Annual Reference Salary</b>        |                               | <b>275000</b>             |      |

|                                    |  |
|------------------------------------|--|
| 3. Retirals                        |  |
| a) Provident Fund (PF)             | 21600  |
| b) Gratuity @ 4.8%                 | 8640   |
| Annual Reference Salary + Retirals | 305240   |
| 4. Performance Linked Variable Pay | 0 to 30000   |
| 5. Annual Potential Compensation   | Annual Reference Salary + Retirals + Performance Linked Variable Pay |

\*Company currently has performance linked variable pay program with performance measured against criteria announced at monthly or quarterly frequency. This forms a part of the variable earnings and actual earnings & frequency of payment will be as per the defined Company Policies. The management reserves the right at its discretion to modify/amend/withdraw/continue with the program.

All salary components may be subject to restructuring or modification based on IBM policies.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



## Offer Letter

Date: May 5<sup>th</sup>, 2021

Dear Chaitrali Kokate,

We are pleased to offer you the position of Data Specialist at Calvo Consulting Corporation, on behalf of Forage AI. We feel confident that you will contribute your skills and experience towards the growth of our organization.

As discussed, your annual compensation will be INR 3 lakhs per annum and your starting date will be June 14<sup>th</sup>, 2021. Please confirm your acceptance of this offer by signing the letter.

We look forward to welcoming you on board.

Regards,  
Aaron Calvo  
Founder and CEO  
Forage AI

Chaitrali Kokate

Signature:

*aaron calvo*

*Chaitrali Kokate*



*JK*

**Principal Incharge**  
**St. Mira's College for Girls, Pune.** Page 1 of 1

# Signature Certificate

Document Ref.: PVSWG-44GEU-3WINI-DPXBX

Document signed by:

|  |   |  |
|--|---|--|
|   | <b>Chaitrali Kokate</b><br>Verified E-mail:<br>kokatechaitrali@gmail.com<br>IP: 94.140.8.40      Date: 02 Sep 2021 17:52:58 UTC |   |
|  | <b>aaron calvo</b><br>Verified E-mail:<br>aaroncalvo@gmail.com<br>IP: 73.112.54.87      Date: 02 Sep 2021 18:24:50 UTC          |  |

Document completed by all parties on:

02 Sep 2021 18:24:50 UTC

Page 1 of 1



Signed with PandaDoc.com

PandaDoc is a document workflow and certified eSignature solution trusted by 25,000+ companies worldwide.



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.

Date: 1 April, 2021

Dear Juliet Kanattu,

We are pleased to offer you a professional services contract at Stones2Milestones Edu Services Pvt Ltd. (referred to as "the Company" hereon) as an **Academic Consultant- I** for fREADom Live Classes starting **1 April, 2021** as per this Contract Letter. You commit to facilitating a maximum of **2 classes on Mondays-Wednesdays-Fridays and a maximum of 2 classes on Tuesdays-Thursdays-Saturdays for a per-class stipend as mentioned in Slot-wise Stipend Table as of 1 April, 2021 .**

The contract is valid for a duration of **6 months** starting from the **1 April, 2021** and is subject to auto-renewal unless mutually discussed otherwise.

The terms and conditions of your contract with the Company are given below:

### Contract Details

1. You will be responsible for facilitating fREADom Live online classes for Grades Nursery to Grades 6. Each fREADom Live Class is of 45 minutes. You will also be assigned pre-session and post-session work for the Company by the designated Company Official. Pre-session work would include but may not be limited to perusing the Lesson Plan before the class and post-session includes, but not limited to, filling the attendance sheet with appropriate remarks for each student.
2. You would be required to attend at least one mandatory training and one group-sharing session once a week. Failure to attend without 24-hour prior notice will lead to the following consequences:
  - a) First incidence: A warning email will be sent to you.
  - b) Second incidence: A penalty of INR 225 (Two hundred Twenty Five



STONES2MILESTONES EDU SERVICES PVT. LTD.

+91 9077077777

support@stones2milestones.com

www.stones2milestones.com

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



Sd/-

---

Sonika Batra (Head, Well Being)

I am pleased to accept the offer and promise to adhere to the Contract. I have read the Guidelines document and commit to adhering to the guidelines laid out in the document to the best of my capacity.



---

Name: Juliet Jenny

Phone Number.:9657202118

Date: 30/03/2021



STONES2MILESTONES EDU SERVICES PVT. LTD.

+91 9077077777

support@stones2milestones.com

www.stones2milestones.com

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



**Invoice for the month of May,2021**

Date – May 31, 2021  
Joining Date - Jan 4, 2021

Name - Juliet Kanattu

Address: J/4 MANTRI HOUSING SOCIETY, S. T. ROAD, DAPODI RAILWAY STATION. PUNE-411012

PAN: BKOPJ9293H

Mob: - 919657202118

|  |  |
|--|--|
| <b>Bill to:</b><br>Stones2Milestones Edu Services Pvt. Ltd<br>423A, Tower A, Spaze I-Tech park, Sohna Road,<br>Sector 49, Gurgaon - 122018<br>India<br>GST NO. - 06AAMCS6511K1Z3 | <b>Bank Account Details:</b><br>A/c Name - Juliet Jenny<br>A/c No. – 16630100036405<br><b>Bank Name &amp; Address:</b> THE FEDERAL BANK LTD<br>Branch - Pune Aundh, Ground Floor, Supreme<br>Square. D. P. Road, Pariharchowk. Maharashtra-<br>411007<br><b>IFSC Code:</b> FDRL0001663 |
|--|--|

| Description   | Amount (INR)     |
|---|------------------|
| Professional Fee  | 14025            |
| Deductions (if any)   | (0)              |
| As per section 194J of Income tax act 1961, the TDS will be deducted @ 10% on the invoice amount in excess of Rs. 30,000 during a financial year. | (1,402.50)       |
| <b>Total</b>  | <b>12,622.50</b> |



\*This is an auto-generated Invoice\*

  
**Principal Incharge**  
Mira's College for Girls, Pune.

21st August, 2020

Dear Simran Mirwani,

We are pleased to offer you a professional services contract at Stones2Milestones Edu Services Pvt Ltd. ("Company") as an "**Academic Consultant**" for fREADom Live Classes starting **24th of August, 2020** as per this Contract Letter.

The terms and conditions of your contract with the Company are given below:

1. **Scope:** You will be responsible for facilitating fREADom live online classes along with all the pre and post-session work for the Company that is assigned to you by the designated Company Official.
2. **Location:** This work can be delivered from anywhere provided you have a high-speed internet connection with power back-up.
3. **Initial Period:** The Period of this Contract from Effective date would be two (2) months, unless mutually accepted and extended further.
4. **Professional fee:**
  - A. You will be paid a monthly retainer fee of **INR 17000/- per month for facilitating a minimum of 72 classes per month**, as your professional charges. The charges will include all the incidental expenses incurred for the completion of the project. You will have to raise an invoice at the end of each month. The Company will deduct the prescribed TDS as per the guidelines mentioned in the Companies Act.
  - B. Any change in the scope of services would have an implication on the commercial arrangement and it would be mutually agreed before adopting any change to the terms of this contract.
  - C. (i) You will be eligible for the monthly remuneration only if you have worked a minimum of **15 working days in a month AND at least 90% of the minimum committed classes facilitated.**  
(ii) If not fulfilling criteria (i), then payout for the month will be calculated @150 INR per class.
  - D. You will be on a probationary period of 2 weeks from the date of joining and based on internal evaluation, your role status will be changed to permanent.
5. **Engagement Terms:**
  - A. You will conduct a minimum of 72 classes per month including class observations/support classes, based on the plans given to you by the Company. In addition, you would be required to attend training, group sharings sessions, etc. once a week.



STONES2MILESTONES EDU SERVICES PVT. LTD.

+91 9077077777

yourfriends@stones2milestones.com

www.stones2milestones.com

  
**Principal Incharge**  
St. Mira's.College for Girls, Pune.





## Sukhdev And Kamal Sharma Educational Trust

6, Aga Nagar Society, Wadganoshi, Pune-Nagar Road,  
Pune 411014, INDIA.

Ref.:

Date :

SKSET/2021-22/09.

10<sup>th</sup> Aug 2021.

### Offer Letter

To,

**Ms. Nikita Wadhwani,**

**Subject:** Offer Letter for the post of **Content writer** in **ThinkerPlace; Pune.**

With reference to your application and subsequent interview for the post of Content Writer the undersigned is pleased to inform you that you are hereby offered a position as Content writer in **ThinkerPlace; Pune.**

Your appointment is subject to the following terms and conditions from the date of joining:

- 1) Your Gross salary would be Rs.14,300/- for first month and ~~Rs.28,600/-~~ per month after joining office full time based on performance. Deductions will be done as per Income Tax & Wages Act.
- 2) Your date of joining is **10<sup>th</sup> Aug 2021.**
- 3) In your role as Content Writer, you shall report to the **Managing Trustee – Mrs. Deepti Neeraj Sharma.**
- 4) You shall be on probation for period of **3 month** from your date of joining. Your performance shall be observed during this period and on successful completion of the probation period, your service shall stand to be confirmed with the trust. Any facilities available to the full-time employees, who are confirmed in their service with ThinkerPlace will be extended to you only on pro-rata basis (after necessary approval from the competent authority) during your probation period. E.g. Employee Leave and any other benefits.
- 5) The official timings of the company are currently from **9 am to 6 pm** fixed and the timings are different for outstation duties. You are requested to adhere to the timing without fail, failing which late reporting deduction (as per leave rules applicable / salary deduction) shall be impacted accordingly without any prior notice.
- 6) You should produce the original credentials and submit certified true copies of relevant testimonials such as
  - 1) Ph. D Degree (if applicable)
  - 2) 10<sup>th</sup>, 12<sup>th</sup>, Graduation and Post-Graduation Mark-sheets and Degree Certificate
  - 3) Experience Certificate, Relieving Certificate and Last three months' pay Certificate (Bank statement) from Last employer
  - 4) Aadhar Card
  - 5) Pan Card
  - 6) Two passport size Photographs etc. at the time of joining your duties.
- 7) You shall undergo medical examination by the approved Medical Officer within three months from the date of joining duties.
- 8) You will not engage yourself in any other job paid full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority of the trust.



- 9) Your services are transferable to any other sister concern Trusts / Colleges / Institutions run by same management.
- 10) In case you are found irregular and negligent in performing duties; your appointment shall liable to be terminated without any notice.
- 11) If you are found absent continuously for more than thirty days without permission, your service will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above, you will be liable for disciplinary action and punishment as decided by the Trust.
- 12) Your appointment may be terminated, at any time by either side/party by giving one month's notice or one month's gross pay in lieu of notice period. If you happen to resign during the assigned task; you would be relieved only after the successful completion of the said task.
- 13) During the time of your exit from the trust, you are expected to handover complete charge in term of Inventory, Official records, any soft and hard forms of data available with you, as a part of intellectual property of the trust to the designated person. Any discrepancy found in handing over of the charge will result in the trust's right to withhold the full and final settlement of your account with the trust.
- 14) You are also requested to change the address of your salary - bank account with immediate effect after closing your formal association with the trust. The trust will not be responsible for any banking transactions that you as an individual will conduct with the bank, post your exit from trust.

Please sign a copy of this appointment letter as your acceptance and acknowledgement of the terms and conditions mentioned herein.

Yours faithfully,



Mrs. Deepti Neeraj Sharma

Director

Copy to: 1) Office- ThinkerPlace



**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



20<sup>th</sup> February 2021

**Shreya Humnabadkar**

4 Pooja Appartment 28 Civil Lines  
Olapu North ,Zilla Nayalaya Solapur  
Dahisar ,Maharashtra 413003

**E-Mail ID:** shreyah8899@gmail.com

**Contact No:** +91 9158837908

### Full-time Engagement with Haqdarshak

Dear Shreya,

**Welcome to Haqdarshak!**

With reference to your application and successful completion of your training and orientation program with Haqdarshak Empowerment Solutions Private Limited (HESPL), we are pleased to offer you the full-time position of '**Junior Associate Content Creator**' with effect from **20<sup>th</sup> February 2021** on the following terms and conditions You will need to undergo Orientation and Intensive Training Programs in/or outside place of assigned location, in accordance with the need and role compliance.

Importantly note that the entire district as mentioned below shall come under your operational responsibility and accountability, and also that the geography and the scope of functionality is subject to change in view of Organizational expansion plans.

Please note that you will be on probation for a period of 3 months inclusive of one month training from the date of joining:

- Location:** HESPL's administrative office is in Pune, Maharashtra & Registered office is in Bangalore, Karnataka. Basis the project requirements and business expansion plans, you shall be need to travel and/or relocate to any of the notified project locations of HESPL operations, PAN-India. The geography and the scope of functionality is subject to change in view of Organizational expansion plans. We reserve the right to transfer you to any location in India or abroad as required.
- Emoluments:** Your gross emoluments are defined in Annexure A, and detailed breakup is given in Annexure B Your emoluments will be due for revision on 1<sup>st</sup> April, 2022 on the basis of targets met and in accordance with the appraisal cycle of the Organization.

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

Haqdarshak Empowerment Solutions Private Limited  
Regd Office: 546, 8<sup>th</sup>Main, Block IV Koramangala, Bangalore, 560 034  
[www.haqdarshak.com](http://www.haqdarshak.com)



Annexure B- CTC with Netpay

| Items                         | Monthly Amount (Rs.) | Yearly Amount (Rs.) |
|-------------------------------|----------------------|---------------------|
| Basic + DA                    | 13,500               | 1,62,000            |
| HRA                           | 3,375                | 40,500              |
| Bonus                         | 1,125                | 13,500              |
| Incentive (Variable)          | 3,380                | 40,560              |
| <b>Gross pay (A)</b>          | <b>21,380</b>        | <b>2,56,560</b>     |
| PF                            | 1,620                | 19,440              |
| ESI                           | -                    | -                   |
| <b>Deferred Benefits (B)</b>  | <b>1,620</b>         | <b>19,440</b>       |
| <b>CTC ( C )</b>              | <b>23,000</b>        | <b>2,76,000</b>     |
| PF                            | 1,620                | 19,440              |
| ESI                           | -                    | -                   |
| PT                            | 200                  | 2,500               |
| TDS                           | -                    | -                   |
| <b>Total Deductions ( D )</b> | <b>1,820</b>         | <b>21,940</b>       |
| <b>Net Pay (C-(B+D))</b>      | <b>19,560</b>        | <b>2,34,620</b>     |

**Note** :All statutory taxes as per Income/Service Tax rules and those related to Company Compliance as demanded by Law in force from time to time will be applicable.



Date :10/04/2021

To  
Sunita Singh  
(Code: CAN314616)

**Provisional Offer Letter for Fixed Term Contract**

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Inter. Rep, Fund/ClientAccting**. Your services are being deputed to **BNY MELLON INTERNATIONAL OPERATIONS INDIA PRIVATE LIMITED** on the following terms and conditions:

- Your employment will be valid from **19/04/2021 To 18/04/2022** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary CTC will be INR **315,000.00** per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
  - a. Complete on the Randstad portal:
    - Employee profile form
    - Statutory Nomination forms like ESIC, PF, Medidaim etc.
  - b. Upload proofs of your documents:
    - Government mandated ID proof: Aadhar Card and PAN
    - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
    - Copy of both Educational certificates & Previous employment documents.
    - Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer. You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.  
Wishing you the very best!

Yours truly,  
**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**

  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



**Annexure I: Salary Breakup**

| Component  | Monthly          | Yearly            |
|--|------------------|-------------------|
| Basic  | 15,000.00        | 180,000.00        |
| House Rent Allowance                                   | 1,500.00         | 18,000.00         |
| Statutory Bonus  | 1,250.00         | 15,000.00         |
| Other Allowance  | 4,230.00         | 50,760.00         |
| Telephone Reimbursement                                | 1,000.00         | 12,000.00         |
| Food Allowance   | 1,300.00         | 15,600.00         |
| <b>Gross Salary</b>                                    | <b>24,280.00</b> | <b>291,360.00</b> |
| Employer's Contribution to EPF                         | 1,800.00         | 21,600.00         |
| Insurance  | 170.00           | 2,040.00          |
| <b>CTC (Cost to the company)</b>                       | <b>26,250.00</b> | <b>315,000.00</b> |
| Employee's Contribution to EPF                         | 1,800.00         | 21,600.00         |
| <b>Net take home = (Gross salary- Total deduction)</b> | <b>22,480.00</b> | <b>269,760.00</b> |

\* Income tax, Professional tax and LWF as applicable will be deducted.

\* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

**For Randstad India Pvt Ltd.**



**Authorized Signatory**  
**Balakrishnan S**  
**Head - HRSSC**



**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

**Registered Office :**  
 Randstad India Private Ltd  
 Randstad House,  
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,  
 Nungambakkam, Chennai 600 006.  
 P +91 (0) 44 66227000 F +91 (0) 44 66227474  
 www.randstad.in







BNY MELLON

BNY Mellon International Operations  
(India) Private Limited  
CIN: U72900PN2004FTC022163

SEZ Unit: Block 3, Floor 6, DLF IT  
Park, Nandambakkam Post,  
Ramapuram, Mount-Poonamallee  
Road, Chennai - 600 089, India

Registered office:  
Level 1, Tower S3, Cybercity,  
Magarpatta City, Hadapsar,  
Pune - 411 013, India

T +91 20 3044 3000  
F +91 20 3044 3001

October 16, 2020


Dear Jasleen Kaur Raheja  
A202- Gagan Utopia  
Godrej Infinity Road  
Keshavnagar  
Pune-411036 (Maharashtra)  
PAN No. BYUPR9394F

Subject : Letter of Intent

Subsequent to the discussions between BNY Mellon & you, we are interested in making an offer of employment. The proposed broad terms are set out as below:

1. You will be offered the position of **Representative, Client Processing**
2. Your job level will be **E**
3. You will be appointed on a fixed pay of **INR 260,000 p.a.** This would be payable to you in accordance with the prevailing standard compensation plan of the company.
4. We will contact you regarding the joining date, upon completion of your course.
5. You will serve an initial probationary period of six months from the date of joining unless communicated otherwise in writing.
6. Your place of work will be **Pune** and you may be asked to serve the company or any of its subsidiaries or associated companies in any location within or outside of India, as may be required from time to time and as communicated to you in writing.
7. You will be required to work in shifts as per business requirements.

If you are interested in receiving a formal offer for this role on above terms, please provide duly notarised copies of all testimonials and other documents referred to in Annexure I (attached hereto) within 5 working days of the date of this letter. On receipt of the same we shall arrange for the formal offer documentation ("Formal Offer") to be issued to you.

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



DocuSigned by:

221A256ED70E40A

DocuSigned by:

Please note that the Formal Offer will be made subject to the following conditions:

- a. Accuracy of the testimonials and information provided by you and your being free from any contractual restrictions / obligations preventing you from accepting the Formal Offer or starting work on the above mentioned date
- b. Submission of background form, reference check form & completion of medical tests

Please note that this letter is not and should not be construed as a formal offer of employment. A formal offer of employment will be issued to you subject to returning this letter duly signed, and receipt by us of all documents mentioned in Annexure I. If you do not sign and return this letter to us by **October 22, 2020** the offer as per this Letter of Intent will expire.

Kindly sign the duplicate copy of this letter as indication of your interest in proceeding to Formal Offer.

Wishing you the very best.

Yours sincerely,

DocuSigned by:



231A356ED79F484...

Authorized Signatory

*I accept the terms & conditions of this Letter of Intent*

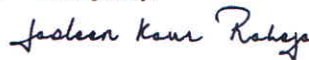
Candidate Name: Jasleen Kaur Raheja

'MyCareer' ID:

Date: 21 October 2020 | 1:29:49 AM EDT

Sign:

DocuSigned by:



F630EAE5A3A48A...




  
**UBISOFT**

Ubisoft Entertainment India Private Limited  
 Level 5, B-3, Kumar Cerebrum, Kalyani Nagar,  
 Pune-411006

Followed by: Rony Mathai

02-August-2021

### NONDISCLOSURE AGREEMENT

This Nondisclosure Agreement (hereinafter the "NDA") is made by and between UBISOFT Entertainment India Private Limited (hereinafter "UBISOFT"), and **Honey Sinha (Employee ID: 78837)** with an address at **New Vaishali Housing Society Near Datta Mandir Viman Nagar Pune Maharashtra 411014** (hereinafter "the Employee"), relating to the disclosure of confidential information and materials.

UBISOFT and the Employee being hereinafter jointly referred to as the "Parties".

Given the fact that, among other things, UBISOFT, its parent company and its affiliates operate a highly creative and specialized high-tech business, and that they have devoted considerable human and financial resources to the research and development of operating and production methods, applications, procedures and ideas, the Employee acknowledges that the undertaking of nondisclosure constitutes a basis for and is of the essence of his Employment Contract.

The Parties hereto mutually agree as follows:

**1. Definition of the Confidential Information.** "Confidential Information" means any information, regardless of form, proprietary to or maintained in confidence by UBISOFT, including but not limited to any information, technical data or know-how relating to discoveries, ideas, inventions, concepts, business plans, new products, contracts, proposals, documents, mechanical and electronic design drawings, logos, title, design, script, schedule, language, report, analysis, process data, program, source codes, object codes, research, prototype, survey, new technologies, trade secret, production plans, publicity plans, specifications, test procedures, schematics, writings, materials, methods, operations, procedures, marketing techniques, marketing plans, strategies, financial information, financial statements, customer and other business data and other information (hereinafter collectively referred to as the "Confidential Information"), which is disclosed by UBISOFT or by its Affiliates on its behalf whether before, on or after the date hereof, directly or indirectly, in writing, orally or visually to the Employee or any of its other employees or directors.

**2. Exceptions to non-disclosure.** The obligations imposed upon the Employee herein shall not apply to Confidential Information which is (i) or becomes generally available to the public through no wrongful act of the employee; (ii) independently developed by the employee; (iii) received lawfully from a third party without restriction and without breach of this NDA; (iv) required by any judicial or governmental request, requirement or order, provided that the Employee will take reasonable steps to give the UBISOFT sufficient prior notice in order to contest such request, requirement or order. In any such event, the Employee will disclose only such Confidential Information as is legally required and will exercise reasonable efforts to obtain confidential treatment for any Confidential Information being disclosed. The Employee shall bear the burden of showing that any of the foregoing exclusions applies to any information or materials.

**3. Consequences of disclosure.** The Employee understands and acknowledges that Confidential Information had been developed or obtained by UBISOFT by the investment of significant time, effort and expense. The Employee recognizes that the unauthorized use or disclosure of any Confidential Information disclosed by UBISOFT would cause irreparable injury to UBISOFT. The Employee agrees that, in addition to other available legal or equitable remedies and damages, UBISOFT shall be entitled to a temporary injunction to restrain

1 | Page

Ubisoft Entertainment India Private Limited  
 Registered Office : Level 5, B-3, The Cerebrum IT Park, Kalyani Nagar, Pune, MH 411006, IN  
 Branch Office : Sigma Building - Unit 6, 6th floor, Technology Street - Hiranandani Gardens, Powai - 400076  
 Tel.: 020-6642 4500/022-68400500  
 CIN: U72200PN2008FTC151975 Email: ubisoftindia@ubisoft.com

www.ubisoft.com

DS  
 SM *Jayashree*  
**Principal Incharge**  
**St. Mira's College for Girls, Pune.**





## Annexure A

Position Title: **Junior Game Tester (L0)**

Total Cost to Company (CTC): **INR 261,036.00 p.a.**

Your compensation is **Two Lakh Sixty-One Thousand and Thirty-Six Rupees Only** per annum on a cost to company basis and will be broken up under various heads based on company policy.

This amount includes all benefits and variable pay if any as described below and may be varied from time to time subject to Ubisoft's discretion.

### Salary Structure:

| Components  | Monthly( in Rs) | Annual(in Rs)  |
|---|-----------------|----------------|
| Basic   | 12,022          | 144264         |
| HRA   | 3,607           | 43,279         |
| Entertainment Allowance   | 1,945           | 23,344         |
| Employer's Contribution to PF   | 1,676           | 20,113         |
| <b>Fixed CTC (A)</b>  | <b>19,250</b>   | <b>231,000</b> |
| Gratuity  | 578             | 6,936          |
| ** Bonus  | 1,925           | 23,100         |
| <b>Total CTC (B)</b>  | <b>21,753</b>   | <b>261,036</b> |
| Deductions  | Monthly( in Rs) | Annual(in Rs)  |
| Employer's Contribution to PF   | 1,676           | 20,113         |
| Employee's Contribution to PF   | 1,676           | 20,113         |
| Income Tax  | ...             | ...            |
| Sodexo Meal Coupons   | ...             | ...            |
| Professional Tax  | 200             | 2,500          |
| <b>Total Deductions (C)</b>   | <b>3,552</b>    | <b>42,726</b>  |
|   | Monthly( in Rs) | Annual(in Rs)  |
| <b>Net take salary =(A)-(C)</b>                                       | <b>15,698</b>   | <b>188,274</b> |
| Net and gross salary is applicable to Professional tax and Income tax |                 |                |
| Hence the deductions towards the same will be made separately.        |                 |                |

**Bonus:** You will be eligible for a Bonus payout, which is calculated at 10% on fixed CTC as mentioned in the compensation details above. The mode of payment for Financial Year will be as follows.

No Bonus will be paid during the first Six months of the contract.

Bonus payout amount will be retroacted from date of joining after successful completion of six months contract/probation. Amount of Bonus paid will be purely based on the company's and individual performance.

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DS

*[Signature]*

Ubisoft Entertainment India Private Limited  
 Registered Office: Level- 6, B-3, The Cerebrum IT Park, Kalyani Nagar, Pune MH 411006 IN  
 Branch Office: Sigma Building - Unit 5, 6th floor, Technology Street - Hirandani Gardens, Fowai - 400076  
 Tel: 020-6642 4500/022-68400500  
 CIN: U72200PN2006FTC131975 Email: [ubisoftindia@ubisoft.com](mailto:ubisoftindia@ubisoft.com)

[www.ubisoft.com](http://www.ubisoft.com)

DS

*[Signature]*



**Principal Incharge**  
**St. Mira's College for Girls, Pune.**

Ref: 796768/1853864/JTA

04-MAR-2021

Ms. Sneha Shahaji Jagtap  
Pune (Mah) - 412307  
Mobile: 9404048030

Subject: Offer of Appointment

Dear Ms. Sneha Shahaji Jagtap

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

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Jr. Software Engineer at Band 'U' and Sub Band 'U1'** under **JTA Scheme**.
2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**" (ELITE) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 2,05,000 (Indian Rupees Two Lac Five Thousand Only)** Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following: -
  - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
  - Meeting the set eligibility criteria at the end of your academic course
  - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
  - Submission of all necessary legal documentation pertaining to your employment.

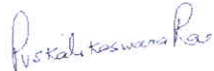


*Jagtap*  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of 2 years from the date of your joining. In case you fail to submit the service bond on the date of joining or such other extended timeline informed to you, the Company reserves the right to terminate your employment by giving a seven days' written notice to you. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **Indian Rupees.15,000/- (Indian Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **05-MAR-2021** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **VINCY VARGHESE** at **9:00 AM** to complete the joining formalities at **TECH MAHINDRA LTD,PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE,SPECIAL ECONOMIC ZONE,PUNE-411057(MAHARASHTRA),INDIA**. At the time of joining, you are expected to carry originals of the documents as per **Annexure D** and to submit the copies of the same to the HR Team.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
12. Kindly confirm your acceptance of this offer of appointment to **FresherQuery@TechMahindra.com** by **05-MAR-2021**.

For Tech Mahindra Limited



Venkat Paturi  
Head - Resource Management Group

**Encl:** Annexure-A & B Salary Structure, Annexure-C Important / Indicative Terms & Conditions of Employment, Annexure-D Check List of Documents, Annexure-E Confidentiality Agreement, Annexure-F Medical Self Declaration, Annexure G Intellectual property Assignment, Annexure-H ? General Covenant, Annexure - I Acknowledgement, Annexure J Indemnity bond.

Date:

Signature:  
Sneha Shahaji Jagtap



# BRAVES

BT/India/21-057/1

September 06, 2021

**Shreya Dilip Shrivastava**

52/1, Shri Ram Society

Behind Rakshak Hospital,

Lane no.6 opp, Yuvraj Supermarket

Chandan nagar, Maharashtra - 411014

**Shreya,**

We are pleased to confirm our offer of employment to you and set out below details of your employment compensation and benefits package.

**Position:**

You will be employed as an Associate QA Engineer at Braves Offshore Management Services Pvt. Ltd (BravesOMS). Your start date is Monday September 06, 2021 and your working hours would be communicated according to the organization / Client's needs.

**Salary:**

Your total on target cash compensation will be INR 2,76,000/-. This consists of a base salary of INR 2,16,000/- (Two Lakhs Sixteen Thousand Only) and a Retention allowance of INR 60,000/- (Sixty Thousand Only). The Retention allowance amount will be paid to you on the condition that you will not resign before completing 18 months with the company. In case if the condition is not met, you are liable to pay Rs. 1,00,000/- (One lakh) amount back to the company. Also, you are entitled to get a bonus of Rs. 50,000/- (Fifty Thousand) if in case you are converted to a billable resource within the first 12 months. With fewer statutory deductions as required by law. You will be liable to pay all taxes and liabilities as required under Indian Tax Law. Except for the obligation to withhold taxes from your remuneration, the Company assumes no responsibility for your personal tax affairs. The break-up of your salary has mentioned below. The break-up of your salary has been provided in the compensation details sheet.

Your annual appraisal will be done on your fixed CTC Rs. 2,16,000/- (Two Lakhs Sixteen Thousand Only).

  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



+91-7666717824 info@bravestechologies.com



# BRAVES

**Training:**

If the company decides to send you onsite for training, you cannot resign for Twelve months (Effective from the date you complete your training).

**Breach of Contract Agreement:**

If you breach any terms of the contract either during the employment or after the employment, the Company will pursue all legal remedies to collect from you any damages caused due to the breach of contract and other acts detrimental to the Company's welfare. This contract is done in good faith or trust in you only for the benefit of the company's business with your full knowledge that the company's business interests over-ride any individuals interests and that your activities while in employment or otherwise to jeopardize the company will be a criminal breach of trust.

**Jurisdiction:**

For this contract, courts at Pune, Maharashtra, India will have the jurisdiction.

You have read, understood, and taken legal advice if required before committing yourself to this offer of employment and terms & conditions. If you agree with the terms stated in this agreement, please indicate so by signing in the space provided below and return it to us as your acceptance of the appointment, terms, and conditions.

We are very pleased that you will be working with us and will do all we can to ensure that the transition is smooth and that our relationship is mutually beneficial.

Sincerely,

**Raj Roka – Sr. Office & HR Manager**  
**Braves Offshore Management Services Pvt. Ltd.**

I have read, understood, and agree to the terms and conditions as stated in this offer.

**Shreya Dilip Shrivastava**  
**Pan#**

**Principal Incharge**  
**St. Mira's College for Girls, Pune.**



+91-7666717824 info@bravestechologies.com





Ubisoft Entertainment India Private Ltd.  
Level 5, B-3, Kumar Cerebrum,  
Kalyani Nagar, Pune- 411006

09-August-21

Mansi Gaikwad  
Near Power House , 423 Rasta Peth Pune 11 Pune  
City Kasba Peth Pune Maharashtra 411011

Followed By: Arpita Biswas

Dear Mansi Gaikwad,

Further to our discussions, we are delighted to offer you an appointment with Ubisoft Entertainment India Private Ltd., Pune ("Ubisoft" or the "company") for the post "Junior Game Tester (LO)", as per the terms of reference given below.

#### Terms and Conditions

1. You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("**Company Policy**") of Ubisoft as applicable, enforced, amended or altered from time to time during the course of your employment.
2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in Pune. You will be reporting to such person in Ubisoft as may be indicated to you from time to time. However, your services are transferable and can be seconded or deputed by the Company to any of the Ubisoft operations or operations of Ubisoft's associate Companies in India or abroad. Ubisoft further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Ubisoft or as part of any restructuring or amalgamation or such other plan implemented by Ubisoft or by which Ubisoft is bound, on such terms and conditions as applicable to such plan.
3. Subject to your accepting this appointment letter and reporting to duty on, **09-August-21** your appointment is effective from the date of joining. **You shall be on a contract period for 1 year from the date of joining.** You shall be on a probationary period of **six months**, at the end of the probationary period, your performance will be reviewed and if found satisfactory, the contract period can be further extended, reduced or waived at the discretion of the management. During the probationary period, either party may terminate this appointment by giving **15 days'** notice or payment of salary in lieu thereof.

After successful completion of six months contract, either party may terminate this appointment by **1 month** in writing or payment of salary in lieu thereof.

At the end of the contract term, the duration may be extended, on such terms and conditions as may be mutually agreed by the parties.

Ubisoft may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least seven days after receipt of notice from Ubisoft. In the event

I | Page

DS  
MG

Ubisoft Entertainment India Private Limited  
Registered Office : Level 5, B-3, The Cerebrum IT Park Kalyani Nagar, Pune MH-411006 IN  
Bhopal Office, Sigma Building - Ubisoft 6th floor, Technology Street - Hiraniwadi, Bhopal - 461007  
Tel: +29 2642 4800/142 06-100500  
CIN: U72200IN200817C131425 Email: UbisoftIndia@ubisoft.com

www.ubisoft.com

Jayash  
**Principal Incharge**  
St. Mira's College for Girls, Pune.





## Annexure A

Position Title: Junior Game Tester (L0)

Total Cost to Company (CTC): INR 261,036.00 p.a.

Your compensation is **Two Lakh Sixty-One Thousand and Thirty-Six Rupees Only** per annum on a cost to company basis and will be broken up under various heads based on company policy.

This amount includes all benefits and variable pay if any as described below and may be varied from time to time subject to Ubisoft's discretion.

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| HRA   | 3,607           | 43,279         |
| Entertainment Allowance   | 1,945           | 23,344         |
| Employer's Contribution to PF   | 1,676           | 20,113         |
| <b>Fixed CTC (A)</b>  | <b>19,250</b>   | <b>231,000</b> |
| Gratuity  | 578             | 6,936          |
| **Bonus   | 1,925           | 23,100         |
| <b>Total CTC (B)</b>  | <b>21,753</b>   | <b>261,036</b> |
| Deductions  | Monthly( in Rs) | Annual(in Rs)  |
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| Employee's Contribution to PF   | 1,676           | 20,113         |
| Income Tax  | ...             | ...            |
| Sodexo Meal Coupons   | ...             | ...            |
| Professional Tax  | 200             | 2,500          |
| <b>Total Deductions (C)</b>   | <b>3,552</b>    | <b>42,726</b>  |
|   | Monthly( in Rs) | Annual(in Rs)  |
| <b>Net take salary =(A)-(C)</b>                                       | <b>15,698</b>   | <b>188,274</b> |
| Net and gross salary is applicable to Professional tax and Income tax |                 |                |
| Hence the deductions towards the same will be made separately.        |                 |                |

**Bonus:** You will be eligible for a Bonus payout, which is calculated at 10% on fixed CTC as mentioned in the compensation details above. The mode of payment for Financial Year will be as follows.

No Bonus will be paid during the first Six months of the contract.

Bonus payout amount will be retroacted from date of joining after successful completion of six months contract/probation. Amount of Bonus paid will be purely based on the company's and individual performance.





THIS EMPLOYMENT CONTRACT ("Contract") is made on

BETWEEN

**GIGMO SOLUTIONS PRIVATE LIMITED**, a company registered under the Companies Act 2013 and having its registered office at C/o 20/1, SHALOM HOME, GROUND FLR, 9TH CROSS, SHIV SHAKTI NAGAR, RBI LAYOUT MAIN ROAD, J.P. NAGAR, BANGALORE, India (hereinafter referred to as "we" or "us" or "our", which expression shall, unless repugnant to the meaning or context hereof, be deemed to include its permitted assigns and successors-in-interest)

And

Name Ankita Khinvasara S/D/O Umesh Khinvasara, holding pan number JOMPK2479L

Resident of: House Number 582;

Address Line 1 NEAR SWARGATE

Address Line 1 582 SHUKRAWAR PETH, RAJGULAB APARTMENT

City PUNE

State MAHARASHTRA

PIN 411002

("you" or "your").

## INTRODUCTION

- The contract sets out terms of employment effective from the next day of your training completion day and you are deployed on the floor; once effective, this agreement supersedes any previous agreements, whether written or oral, between us.
- You must have the right to work in India and have provided us with the documentary evidence of this. If you do not have an unrestricted right to work in India, you are required to keep us updated with any change to your personal details and Indian immigration and employment visa status.
- You agree you will promptly provide us with original documentary evidence of your academic or professional qualifications as requested by us
- You must not be subject to any restrictive covenants or other legal obligations that would prevent you from carrying out your objectives for us. You agree that by entering into this contract and working for us you will not be in breach of any obligation to any



*Jayant*  
**Principal in Charge**  
St. Mira's College for Girls, Pune.



### 3. HOURS OF WORK

- 3.1. Your normal working hours are from 7:00 pm to 4:00 am 5 days a week with an hour break. Your two day off in the week will be decided based on business requirements and communicated to you separately. Subject to applicable laws, we reserve the right to vary your normal working hours as necessary to meet the requirements of the business on reasonable notice to you.
- 3.2. Unless otherwise agreed and subject to applicable laws, you may be required to work different or additional hours to meet the needs of the job and to perform your duties without additional remuneration.
- 3.3. You agree for the company to install software on the laptop/computer you use for business purposes. This software is mandatory and is required to determine attendance and productivity during working hours

### 4. PLACE OF WORK

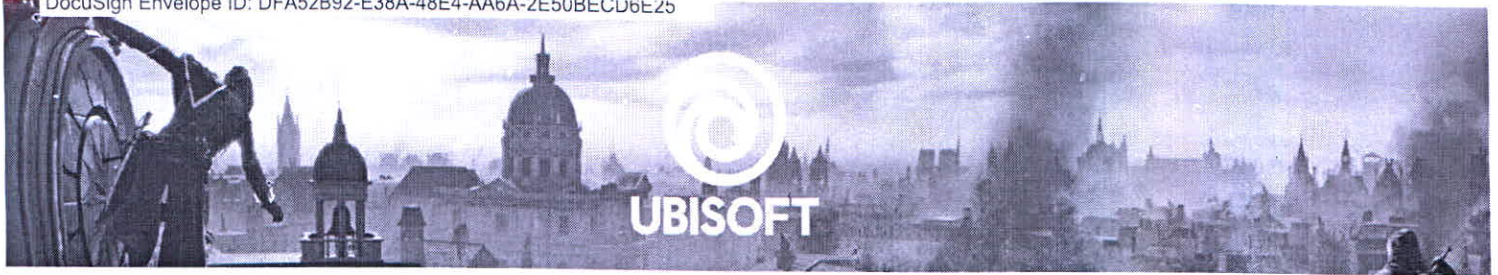
- 4.1. You may be required to work at such locations within and outside India as is reasonably necessary to undertake our business and perform your duties without additional remuneration. This may include relocation to a different site or division. We will give you reasonable notice of any relocation.

### 5. REMUNERATION AND DEDUCTIONS

- 5.1. We will pay you on a total cost to company ("CTC") basis an all-inclusive salary of INR 4,00,000/- per annum; CTC includes all allowances and other outgoings we incur for and on your behalf. Company may from time to time introduce incentive programs. This salary is subject to loan deduction detailed in the Training agreement signed between the two parties.
- 5.2. We will review your salary annually and it may be increased at discretion without affecting the other terms of your employment. There is no obligation to award an increase at any time.
- 5.3. There will be no review of your salary after notice has been given by either of us to terminate this Contract.
- 5.4. You agree that we have the right to deduct from your basic salary or any monies due to you, any sums that you may owe us or any costs which we incur on your behalf. This includes any loans and interest thereon made to you or overpayments, advances of expenses or unauthorized personal expenses, costs of repairing any damage or loss to our property caused by you, any excess holiday taken over and above your entitlement.



  
**Principal Incharge**  
St. Mira's College for Girls, Pune.



Ubisoft Entertainment India Private Ltd.  
Level 5, B-3, Kumar Cerebrum,  
Kalyani Nagar, Pune- 411006

21-March-2022

Simran Victor Fernandes

Bajarpeth Kasal Sub District Kudal District Sindhudurg State : Maharashtra  
Pin Code 416603

Followed By: Shweta Paladkar

Dear Simran Victor Fernandes (83024)

Further to our discussions, we are delighted to offer you an appointment with Ubisoft Entertainment India Private Ltd., Pune ("Ubisoft" or the "company") for the post "Junior Game Tester (L0)", as per the terms of reference given below.

**Terms and Conditions**

1. You will be governed by the rules, regulations and other Company policies including without limitation the Employee Handbook ("Company Policy") of Ubisoft as applicable, enforced, amended or altered from time to time during the course of your employment.
2. As a member of an organization that practices flexibility and continuous improvement in work processes and practices, your roles and responsibilities may vary. You are required to report to our office in Pune. You will be reporting to such person in Ubisoft as may be indicated to you from time to time. However, your services are transferable and can be seconded or deputed by the Company to any of the Ubisoft operations or operations of Ubisoft's associate Companies in India or abroad. Ubisoft further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of Ubisoft or as part of any restructuring or amalgamation or such other plan implemented by Ubisoft or by which Ubisoft is bound, on such terms and conditions as applicable to such plan.
3. Subject to your accepting this appointment letter and reporting to duty on, **21-march-2022** your appointment is effective from the date of joining. **You shall be on a contract period for 1 year from the date of joining.** You shall be on a probationary period of **six months**, at the end of the probationary period, your performance will be reviewed and if found satisfactory, the contract period can be further extended, reduced or waived at the discretion of the management. During the probationary period, either party may terminate this appointment by giving **15 days'** notice or payment of salary in lieu thereof.

After successful completion of six months contract, either party may terminate this appointment by **1 month** in writing or payment of salary in lieu thereof.

At the end of the contract term, the duration may be extended, on such terms and conditions as may be mutually agreed by the parties.

Ubisoft may immediately terminate your services without any compensation or notice thereof, if you are in material breach of your responsibilities which breach either (i) is incapable of remedy; or (ii) if capable of

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Simran Victor Fernandes

Ubisoft Entertainment India Private Limited  
Registered Office - Level 5, B-3, Kumar Cerebrum IT Park Kalyani Nagar Pune MH 411006 IN  
Branch Office - Sign Building - Unit 6, 8th Floor, Technology Street - Hinanandan Gardens, Powai - 400076  
Tel: 020-2642 4500/022-68400500  
CIN: U72200PN2008PTC031975 Email: UbisoftIndia@ubisoft.com



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**Principal Incharge**  
St. Mira's College for Girls, Pune.



**\*\* In Lieu of Statutory Bonus**

Note – Amounts towards the Income Tax and Professional Tax, PF, ESIC (As Applicable) at applicable rates would be deducted at source.

Profession tax deducted is Rs. 200 per month from April to February and Rs.300 for the month of March.

The Provident Fund and Gratuity shall be administered according to the policy of the company on a uniform basis for all the employees. Fixed CTC (cost to company) includes the company's contribution to Provident Fund.

**Annexure B**

**Employee Benefits:**

**A) Mediciam Insurance:**

- You and your family (Spouse and up to 2 Kids) are covered under Mediciam Insurance.
- Coverage limit is up to 3 lakhs.

**B) Life Insurance:**

- You will be covered under Life Insurance Policy
- Coverage: 2 times of your Fixed CTC with minimum of 5 lakhs coverage.

**C) The Company will provide Free of Cost Breakfast and Subsidized Lunch.**

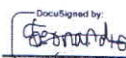
For Ubisoft Entertainment India Private Ltd.

DocuSigned by:  
*Kaushiki Srivastava*  
AF6B8CD4B4FD42A

**Authorized Signatory: Kaushiki Srivastava – Director Human Resources**

**Employee Acceptance**

**Name:** Simran Victor Fernandes

**Signature:** 



# Cognizant



09-Feb-2022

Dear Talat Arshad Ali Kudsi,  
B.Sc, Computer Science  
St Mira's College for Girls, Pune

Candidate ID – 15746575

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



**Principal Incharge**  
St. Mira's College for Girls, Pune. 1/1