



Pinnacle Infotech Solutions

IT-A-016-E, MAHINDRA SEZ, RAJASTHAN, JAIPUR - 302037
www.pinnaclecad.com | Global BIM Leader

Arvind Singh Rathore

Date: 30' Dec, 2021

Candidate ID: 28220501

Subject: Offer for Apprenticeship

Dear Arvind,

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, we are happy to induct you in our Company as Apprentice / Trainee.

Your date of your joining would be in the month of July, 2022. Exact date of joining will be shared to you one month prior to the date. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

Your Apprenticeship with us will be governed by the rules, regulations and policies of the Company and as contemplated in the Apprenticeship Act 1961.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please sign this letter as acceptance of the offer and mail the signed scanned copy to us within 15 days. Also, please carry a signed copy of the offer letter on the day of your joining as an authenticating identity document.

Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

S Raghunathan

Assistant General Manager - HR

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters Your Signature

Date:

Location:

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



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Annexure to your Offer of Apprenticeship as **Trainee**

Presented here are the details that refer to our offer of Apprenticeship to you as a Trainee

1. Apprenticeship Period:

You will be on Apprenticeship for a period of one year from the date you are registered in <http://www.mhrdnats.gov.in>. Upon successful completion of your Apprenticeship of one year, and with proper maintenance of Company's Code of Conduct and Policies, Company may offer you employment in a suitable position.

- a. During your Apprenticeship, you are expected to give your full effort to complete your Training successfully. During the initial period of your Training, you will be undergoing Examinations, both Practical as well as Online, the cut-off marks of which is 60%. Upon failure to secure 60% in the first chance in any of the Exams, you will be given another opportunity, failing which, your Apprenticeship will be terminated by the Company.
- b. In case of violation of Code of Conduct or Policies of Company, Company may terminate your Apprenticeship with immediate effect.

2. Surety Deposit:

On the day of your on boarding the Company for apprenticeship/training, you will be required to execute a retention undertaking for a period of two years, and deposit INR 50,000/- (Rupees Fifty Thousand only) as surety amount through Demand Draft payable to 'Pinnacle Infotech Solutions'. The said amount is required to meet your Training expenses and provide infrastructural facilities. The said amount is refundable only if you decide to leave within 15 days of your joining, or after your successful completion of Apprenticeship of one year and plus, thereafter, one year of employment i.e. Two years from the date of joining Pinnacle Infotech Solutions.

In case of Resignations, drop out and long absence and Terminations on grounds of non-performance and disciplinary issues, the said surety amount is non-refundable.

3. Leave:

During your Apprenticeship, you will be undergoing Classroom Training for 3 months, followed by On-job Training for 9 months.

- a. During your Classroom Training of 3 months, you would be entitled for 2 Casual leaves only.
- b. During your On-job Training period for 9 months, you will be entitled for 0.5 Casual Leaves per month and 1.25 Privilege Leaves per month.

4. Increments and Promotions:

There will be no Increment or Promotion during your Apprenticeship period of one year.

You will be entitled for a monthly stipend of Rs 18000/-, You will not be entitled for any kind of statutory benefits for this period.


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5. Notice Period:

During the Apprenticeship period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / Apprenticeship can be terminated by the Company with one-day notice thereof. In the event of you having any incomplete assignment, the Company may decide to relieve you only at the end of the completion of the said assignment. Similarly, the Company can terminate your Apprenticeship with immediate effect giving stipend only up to the end of previous calendar month. The Company may terminate your services immediately on disciplinary grounds. No Stipend will be paid if you drop out or stop attending apprenticeship/training.

6. Employment Agreement:

After successful completion of your Apprenticeship, you will undertake an Agreement on the laid down terms and conditions for permanent employment with Pinnacle Infotech Solutions.

7. Transfer:

During your Training period, you can be transferred to any of our Units / Departments situated anywhere in India or abroad.

Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal records checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your apprenticeship and subsequent employment.

8. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Pinnacle Infotech Solutions. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Yours sincerely,

S Raghunathan

Assistant General Manager - HR

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
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Astha Chaturvedi

Date: 30' Dec, 2021

Candidate ID: 28219842

Subject: Offer for Apprenticeship

Dear Astha,

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, we are happy to induct you in our Company as Apprentice / Trainee.

Your date of your joining would be in the month of July, 2022. Exact date of joining will be shared to you one month prior to the date. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

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Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

S Raghunathan

Assistant General Manager - HR

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters Your Signature

Date:

Location:

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In case of Resignations, drop out and long absence and Terminations on grounds of non-performance and disciplinary issues, the said surety amount is non-refundable.

3. Leave:

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8. Other Terms & Conditions:

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Yours sincerely,

S Raghunathan

Assistant General Manager - HR

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR

4th January 2022

To,
Mr. Himanshu Rajput,

Dear Himanshu,

This has reference to the interview and discussion we had with you. We are pleased to offer you a position of "Management Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you will be re-designated as "Career Development Executive".

Find below compensation details:

During the first 90 days (including training) you would be paid remuneration of **Rs.30,000/-pm**. If target of first 90 days is achieved (100%) then your salary will be revised to **Rs.50,000/-pm** (As per below table) effective from fourth month.

Particulars		(Amount in Rupees.)	
		For 1 st 90 Days	Effective from 4 th Month
Basic Salary	:	16,500	20,000
House Rent Allowance	:	1,650	10,000
Transport Reimbursement	:	1,600	1,600
Telephone Reimbursement	:	500	500
Statutory Bonus (Paid Monthly)	:	1,374	1,700
Special Allowance	:	8,376	16,200
Total		30,000	50,000
Daily Travel Reimbursement	:	3,000	3,000
Performance Incentive (Payable based on the achievement of Monthly targets)	:	15,000	15,000
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,500	2,500
Total	:	50,500	70,500

Regards,
Jaro Education



Sushant Mallya
General Manager – Human Resource

I agree to the above terms & conditions _____ Dated _____

Jaro Institute of Technology Management and Research Limited

Registered Office : 11th Floor, Vikas Centre, Dr. C. G. Road, Near Basant Theatre, Chembur (E), Mumbai - 400 074, India B.E., M.E., Ph.D.

CIN: U80301MH2009PLC193957 | Tel: +91-22-61439700 | www.jaro.in | Email: compo@jaro.in

Dr. Mahesh Bunde
Director
Poonima College of Engineering
ISO-9001:2015 Institutional Area
Silapura, JAIPUR



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Lakshya Gupta

Date: 30' Dec, 2021

Candidate ID: 28221007

Subject: Offer for Apprenticeship

Dear **Lakshya**,

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, **we** are happy to induct you in our Company as Apprentice / Trainee.

Your date of your joining would be in the month of July, 2022. Exact date of joining will be shared to you one month prior to the date. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company solely reserves the right to make any further changes to the date of joining.

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Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

S Raghunathan

Assistant General Manager - HR

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters Your Signature

Date:

Location:

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
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- a. During your Apprenticeship, you are expected to give your full effort to complete your Training successfully. During the initial period of your Training, you will be undergoing Examinations, both Practical as well as Online, the cut-off marks of which is 60%. Upon failure to secure 60% in the first chance in any of the Exams, you will be given another opportunity, failing which, your Apprenticeship will be terminated by the Company.
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3. Leave:

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- b. During your On-job Training period for 9 months, you will be entitled for 0.5 Casual Leaves per month and 1.25 Privilege Leaves per month.

4. Increments and Promotions:

There will be no Increment or Promotion during your Apprenticeship period of one year.

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5. Notice Period:

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During your Training period, you can be transferred to any of our Units / Departments situated anywhere in India or abroad.

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8. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Pinnacle Infotech Solutions. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Yours sincerely,

S Raghunathan

Assistant General Manager - HR

Dr. Mahesh Bunde
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Mahendra Kumar Choudhary

Date: 30' Dec, 2021

Candidate ID: 28220166

Subject: Offer for Apprenticeship

Dear **Mahendra**,

Further to your application for Apprenticeship/ Training with us and the subsequent selection process, **we** are happy to induct you in our Company as Apprentice / Trainee.

Your date of your joining would be in the month of July, 2022. Exact date of joining will be shared to you one month prior to the date. You will be entitled for a monthly stipend of Rs. 18000/- (Eighteen Thousand only). Upon your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, wherein the necessary training and the contractual obligation will be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

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Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

S Raghunathan

Assistant General Manager - HR

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters Your Signature

Date:

Location:

Dr. Mahesh Bunde
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Director
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Yours sincerely,

S Raghunathan

Assistant General Manager - HR

Dr. Mahesh Bunde
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Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Sitapura, JAIPUR



RAJAT KUMAR <rajat1stkumar@gmail.com>

BDA Offer Letter

Garima Arora <garima.arora@groupdrishti.in>

Tue, Apr 12, 2022 at 5:52 PM

To: "rajat1stkumar@gmail.com" <rajat1stkumar@gmail.com>

Cc: Gaurav Bana <gaurav.bana@groupdrishti.in>, Sangita Gupta <sangita.gupta@groupdrishti.in>

Dear Mr. Rajat,

Greetings from Drishti Group..!

Further to the discussion you had with us, we are pleased to offer you the position of '**Business Development Trainee**' at VDK Eduventures Pvt. Ltd. (the company that owns the brands 'Drishti IAS' & 'Drishti Learning App').

Please note that you will be required to successfully complete Two Month Period of Training on a stipend of **Rs. 15,000/-** per month, before getting regularized. (**TDS is applicable)

After successful completion of the Training period, you will be promoted to the position of '**Business Development Associate (BDA)**' and with a Gross annual salary of **Rs. 3.36 lakhs (Three Lakh Thirty Six Thousand) per annum**, all- inclusive on the basis of Cost to Company (CTC).

We expect you to join us on the **15th April 2022**. Your joining would be confirmed only after the submission of the following documents through mail at Dhirender.chauhan@groupdrishti.in :-

(1) PAN Card, (2) Photo I-Card, (3) Photographs, (4) Residential Address Proof, (5) Relevant educational certificates, (6) Experience Certificates from all previous employers (if any), (7) The latest copy of your resume, (8) A Self-attested Photocopy of your Bank Statement/Passbook 9) Aadhar Card (Mandatory).9) Covid Vaccination Report.

* Your joining will be cancelled in case of incomplete submission of the above-mentioned documents.

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

Kindly acknowledge this mail to confirm your joining.

Thanks & Regards,

Ms. Garima Arora

Team- HR

Drishti Group

526 Ground Floor, Mukherjee Nagar Delhi-110009

Contact No: 8448898670

Email Garima.arora@groupdrishti.inWebsite : www.drishtiiias.com

Offer Letter

Date: - 11th June' 2022

Ms. Reena Kohli

Dear Ms. Reena,

1. With reference to your application and subsequent interview you had with us, we are pleased to offer you a position as **"Sales Coordinator)"** in our organization – **Stone Age Pvt. Ltd. and your Date of Joining will be 20th June' 2022** on the terms & conditions mutually discussed and agreed to.
2. Please note that the regular letter of appointment stipulating detailed terms and conditions of your appointment will be issued to you after your joining duties with us.
3. However, in the meantime, you are required to undergo and clear a medical check-up at a medical centre for medical fitness.
4. Also, please arrange to submit the following documents to the personnel department of the Company before joining duties:
 - Passport size photograph - 5 Nos.
 - ID Proofs of Date of Birth (Aadhaar card, PAN Card, DL, Passport, Voter ID Card)
 - Educational Certificates (10th, 12th, Graduation & PG or diploma if any)
5. This offer is valid till **Validity date**. Therefore, you are required to join your duties on or before this date at the below mentioned address.

Reporting Time: - 10:00 AM

Joining Address: - Stone Age Pvt. Ltd., Sanganer, Jaipur

6. On arrival, please contact to HR Department – **Ms. Ayushi Jain**
7. This offer is valid subject to satisfactory Antecedent Verification.

Thanking you,

Yours faithfully,
HR Department
ORVI Design Studio


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR

CTC Break-up

Name	Reena Kohli	
Department	Sales	
Designation	Sales Coordinator	
CTC (Rs.)	Monthly	Yearly
Basic Salary	16000	192000
HRA (Max limit is 40% of basic)	4800	57600
Children Allowance	0	0
Uniform Allowance	0	0
Washing Allowance	0	0
Special Allowance	400	4800
Gross Salary	21200	254400
Performance Based Incentive** (PBI)		
Gratuity	770	9240
Bonus	648	7776
Deduction's		
PF	0	0
ESI	0	0
Total Deduction's	0	0
Pay Slip Net	21200	254400
Total CTC (Rs.)	22618	271416



Dr. Mahesh Bunde
B.E., M.E., Ph.D.

Director

Poornima College of Engineering
ISI-d, RICO Institutional Area
Ghatapada, JAIPUR



March 4, 2022

Dear Shubham Nair,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing Internship in our organization Wipro Limited (Wipro) as Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an **Intern at Wipro.**

2. Duration of training

The duration of **internship** will be 10 to 16 weeks starting from March 10th. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

- a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first attaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

- b. During the training period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Wipro.


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Director
Peernima College of Engineering
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Gulapura, JAIPUR

- c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organization matters of confidential or secret nature, which you may come across during your training period or become known to you by virtue of your undergoing training in Wipro or otherwise.
- d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

5. Posting

During your training period, you are liable to be transferred or assigned to training in any division / department / establishment or location at which Wipro or its associate companies have their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

6. Travel

You will be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro rules.

7. Termination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion of terminating this agreement during the training period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

8. Training Hours and Holidays

As an intern you will be called upon to undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be weekly holidays together with all National and Festival Holidays observed by the establishment.

9. After completion / termination of internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature, drawings, records etc. belonging to Wipro or relating to its Businesses and shall not take or retain any copies of the said items.

10. Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

Endorsement:

- 1. I accept the terms and conditions stipulated in the above letter of engagement.**
- 2. I shall report for internship on**



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Peernima College of Engineering
ISIRI, RIIICO Institutional Area
Sitapura, JAIPUR

ANNEXURE I

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

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

- a. validating my curriculum vitae and retaining records on the same for any future reference/verification;
- b. processing my application for internship including background verification checks;
- c. Internship related actions including record keeping, processing training stipend and any action required in the context of my training with Wipro.

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

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

ANNEXURE II

CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("**Agreement**") is made on this the [] day of [] between

Wipro Limited, a public limited Company incorporated under the Indian Companies Act, 1913, and existing under the Indian Companies Act, 1956, having its registered office at Dodda Kannelli, Sarjapur Road, Bengaluru 560-035.

And

_____[Name of the Intern], S/o / D/o

_____.

Residing at _____

(Hereinafter referred to as "**Intern**" which expression shall mean and include his/her representatives in interest, assurers and guarantors).

WHEREAS:

The Intern has expressed his/her desire to be trained with Wipro for a period of _____ ("**Internship Period**");

Wipro has accepted the Intern's application subject to the Intern adhering to and complying with certain covenants governing his or her movement within Wipro premises, conduct, and other tasks whatsoever which they may be allotted from time;

During the term of the internship, the Intern may have access to certain information which may be proprietary and/or of confidential nature ("**Confidential Information**", as more particularly described below).

NOW THEREFORE in consideration of the Agreement herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

1. For purposes of this Agreement, "**Confidential Information**" means, with respect to Wipro, any and all information in written, representational, electronic, verbal or other form that is disclosed to Intern by Wipro or which Intern becomes aware of in the course of the internship, including without limitation, information relating directly or indirectly to the present or potential business, operation or financial condition, pricing, legal cases pertaining Wipro, marketing plans or strategy, volumes, services rendered, customers' and suppliers' names or lists, any customer information, financial or technical or service matters or data of or relating to Wipro and any information identified as being proprietary and/or confidential and any information which might reasonably be presumed to be proprietary or confidential in nature, excluding any such information which (i) is known to the public (through no act or omission of Intern in violation of this Agreement); (ii) was known to Intern prior to its disclosure under this Agreement; or (iii) is required to be disclosed by governmental or judicial process, in which case Intern shall give Wipro prompt written notice, and use reasonable efforts to ensure that such information is not disclosed to any third party.

Dr. Mahesh Bundeale
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Director
Peenima College of Engineering
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Gulapura, JAIPUR

accorded confidential treatment and also to enable Wipro to seek a protective order or other appropriate remedy.

2. Nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by Wipro on Intern any rights, license or authority in or to the Confidential Information.
3. Intern agrees and undertakes that he/she shall not disclose or make available to any person (including the Institute) reproduce or transmit in any manner, or use (directly or indirectly) for his/her own benefit or the benefit of others, any Confidential Information, including without limitation, the use of the Confidential Information in any thesis or report required to be submitted by Intern under any course. Intern undertakes that he/she will not, without prior written consent of Wipro, use any Confidential Information in any of her future projects or presentations for any person, including the institute, nor shall he/she use any of the Confidential Information in his/her resumes or any application for prospective employment.
4. Intern shall use and/or protect the Confidential Information received by him/her with utmost degree of care and diligence.
5. Intern agrees that upon (i) termination/expiry of Internship Period, or (ii) at any time during its currency, or (iii) on Intern ceasing to be an Intern of Wipro, Intern shall promptly deliver to Wipro the Confidential Information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.
6. Intern acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Intern shall ensure that the use of such Confidential Information by the Intern shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.
7. Intern acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Intern and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.
8. Intern hereby acknowledges and agrees that in the event of a breach or threatened breach by Intern of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by Intern.
9. No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
10. This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bengaluru. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.
11. The obligations of confidentiality shall survive the expiry or termination of the internship. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
12. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date and year written above.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Peernima College of Engineering
ISIRI, RIIICO Institutional Area
Sitapura, JAIPUR

☒ Accept☐ Decline**Intern Name:** Shubham Nair☒ **Signature** Shubham Nair 4/3/2022 7:09 PM

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

Registered Office:

**Wipro
Limited****T** :+91 (80) 2844 0011Doddakannelli **F** :+91 (80) 2844 0054Sarjapur
Road**E** :info@wipro.comBengaluru
560 035**W** :wipro.com

India

C :L32102KA1945PLC020800

Sensitivity: Internal & Restricted

23161150



Headquarters
8260 Greensboro Dr Ste A-32,
McLean, VA 22102, USA

India Development Center
206 Sankalp Tower, 8 Queens Rd,
Jaipur, Rajasthan 302021, IND

Attn: Aarti Suthar

2018pccsaarti4@poornima.org

Re: Internship Offer Letter

On behalf of RoboMQ Pvt. Ltd. (the “Company”), I am pleased to extend to you this offer of internship as “**Software Development Engineer**”.

You are required to report on or before January 3rd, 2022 failing which the offer will stand withdrawn unless any written communication on extension of date is approved by the undersigned or designated management representative. Your work location will be 307-310 Sankalp Tower, 8 Queens Rd, Jaipur, Rajasthan - 302021. Your primary responsibilities will be software development, design, testing, working with US based team of RoboMQ, pre-sales activities and other tasks and responsibilities as assigned from time to time.

You will be on internship till you have successfully completed your degree and provided evidence of the same to the company. After your internship, you may be offered to continue as full-time employee subject to your performance. During the internship you will be paid INR 10,000 (Ten Thousand) per month. You are expected to complete full 6 months of internship to be eligible to receive internship completion certificate.

Upon transition to full-time employment, you will be paid an annual CTC (Cost to Company) INR 7.0 LPA (Seven Lakhs only) less applicable taxes and withholdings, payable monthly. Once you become full-time employee, you will have 15 days of personal time off (PTO) per year in addition to holidays, as per the current company policy along with a five-day working model. A separate employment letter would be issued upon conversion to full time employment.

During your internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your internship, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information. All trade secrets, mechanisms, patents, copyrights, sales contacts that you are involved in are to be treated with confidence and it remains intellectual property of the company.

We are offering you this internship on the assumption that the particulars provided are correct, and you have not concealed or withheld any relevant facts. If it is found to the contrary, your offer with the company shall stand terminated and cancelled with or without notice.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment.


Please sign and return to us the duplicate copy of this letter as token of your acceptance.

On your first day at work or the joining date, you are required to carry the original along with a copy of each of the below mentioned documents, in absence which your on-boarding may be withheld.

1. RoboMQ Internship Offer Letter acceptance copy (Self-attested)
2. Copy of Resume (Self- attested)
3. Educational Marksheets (Secondary, Senior Secondary, Graduation and P.G certificates if any) (Self- attested)
4. 2 Passport Size photograph
5. PAN Card
6. Address and ID Proof (Aadhar Card)
7. Cancelled Cheque

I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to us within three (3) business days.

Very truly yours,

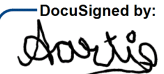
DocuSigned by:

86A0C3300E51410...

Name: Bramh Gupta

CEO, RoboMQ

Date: 10/9/2021

I accept the internship with the Company on the terms and conditions set out in this letter.

DocuSigned by:

3AA68E6B191D497...

Name:

10/10/2021

Date

Offer letter elnfochips : Letter of Intent (LOI) Aarushi Kaushik(PCE18EC005) 1 message

Aarushi Kaushik <2018pcecsaarushi@poornima.org>
To: Training & Placement Office <tpo@poornima.org>

Sat, Jan 29, 2022 at 11:44 A

----- Forwarded message -----

Date: Tue, 4 Jan 2022, 6:40 pm
Subject: elnfochips : Letter of Intent (LOI)
To: 2018pcecsaarushi@poornima.org<2018pcecsaarushi@poornima.org>

Dear Aarushi Kaushik,

Congratulations!!

We are glad to inform you that you have been successful in the **elnfochips** assessment process. Subsequently, we extend an offer to you to join us as "**Professional Trainee**" for the duration of 6 months. Post successful training, you will be hired as **Engineer** in the **PES Business Unit** based at **Ahmedabad**.

The following are the details of your service terms with elnfochips.

1. Designation: Engineer (Grade 9)
2. Your initial training location shall be at Ahmedabad; however, your training or the work location could be any of elnfochips branches right from your start date or in the future.
3. You will be eligible for an annual salary of **INR 4,00,000** after successful completion of your training period. Please note, the training period can be extended beyond 6 (six) months, too.
4. You will not be entitled for any benefits other than the monthly stipend of **INR 10,000** during your training period. You will be eligible for holidays as per company policy.
5. The tentative start date of your training will be from 1st week of January 2022.
6. Your confirmation to full time employee will be subject to your performance as well as the behavioral aspects as evaluated by the designated mentor(s), post successful completion of your training period.
7. At the time of conversion as Engineer (full time employee), you will be signing Service Agreement per which if you leave the organization within 3 years of your joining, you will be liable to pay **INR 5,00,000** to the company.
8. You will be assigned to complete certain training and certifications facilitated by the organization during your training period.

This **Letter of Intent (LOI)** is subject to your successful completion of the qualifying examinations, performance feedback and the aforesaid training and certifications.

You are requested to acknowledge the offer letter (LOI) by Wednesday, January 06, 2022. Please let me know, if you have a query or concern; I'll get back to you to answer and clarify your queries.

We wish you a fulfilling career with elnfochips!!

Kind regards,

Amit Jha

Manager hr

amit.jha@elnfochips.com


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Over 25 Years of Engineering Innovation & Excellence

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Director
Poornima College of Engineering
ISIRI, RUICO Institutional Area
Silapura, JAIPUR



Ranked 2nd & 3rd
by Rajasthan Technical
University



image001.png
7K

17-08-2021

Private & Confidential
Appointment Contract

Dear Mr. Tushar Agrawal ,

It is our pleasure to extend the following offer of employment as an **Associate Software Engineer** to you on behalf of Auriga IT, further to the interview and discussions you had with us.

Your appointment takes effect immediately and you are expected to join us on **4th Oct, 2021**.

Your benefits and professional fee will become applicable from the day of your joining.

I hope that you will have a wonderful time with us. Please find the terms and conditions for your position below:

1. DESIGNATION : Associate Software Engineer
2. COMPENSATION : INR 6 Lacs Per Annum
3. DATE OF JOINING : 4th Oct 2021 at 11 AM (Through virtual onboarding)

Compensation

As an **Associate Software Engineer** your compensation will be **INR 6,00,000 per annum** and there will be periodic reviews of your salary on a performance basis. This compensation will become applicable from the date of your employment confirmation with us. During probation, you will be paid a stipend of INR 15,000.

Your compensation and benefits are subject to change as per Company policy on performance, salary review and such other valid reasons as recognized in law, as the Company may determine from time to time. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at, on the basis of your specific background and professional merit. Accordingly, kindly maintain this information and any future changes pertaining to the same as strictly personal and confidential and discuss only with the HR department of the Company and not with anyone else.

Auriga IT Consulting Pvt Ltd

Reg. Add. :111/306, Vijay Path, Mansarovar, Jaipur 302020, Rajasthan

Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U72100RJ2016PTC030719

Dr. Mahesh Bunde
Contact: +91 7970 7112
B.E., M.E., Ph.D.

Director
Poonima College of Engineering
ISI-6, RILCO Institutional Area
Ghatapada, JAIPUR

Salary Break-up

Please find the Monthly salary break up below -

EARNINGS	MONTHLY	YEARLY
Basic	25,000.00	3,00,000.00
HRA	10,000.00	1,20,000.00
Travel Reimbursement (LTA)	5,000.00	60,000.00
Statutory Bonus	1,750.00	21,000.00
Other Allowance	8,250.00	99,000.00
TOTAL EARNINGS (A)	50,000.00	6,00,000.00
DEDUCTIONS	MONTHLY	YEARLY
Insurance Deduction	333.33	4,000.00
Employee Gratuity contribution	1,202.50	14,430.00
PF Employee	1,800.00	21,600.00
PF - Employer	1,800.00	21,600.00
PF - Other Charges	150.00	1,800.00
TOTAL DEDUCTIONS (B)	5,285.83	63,430.00
TOTAL (A-B)	44,714.17	5,36,570.00

Place of Work

Due to extraordinary pandemic situations prevailing across the globe, currently AurigaIT is providing work from home facility to all its team members but as soon as situations normalises as well as it seems safe to work from office, you will be posted at Jaipur. However, you may be required to relocate immediately or in due course, if the position requires deputation/ relocation to another office of Auriga IT Consulting Pvt. Ltd., or to a Client or a Vendor location, in India or abroad.

Working Days and Hours

Auriga IT Consulting Pvt Ltd

Reg. Add. :111/306, Vijay Path, Mansarovar, Jaipur 302020, Rajasthan

Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U73100PT2016PTC630719

Contact: +91 7976 121212

Dr. Mahesh Bundeale, B.E., M.E., Ph.D.

Director
Poonima College of Engineering
ISI-6, RILCO Institutional Area
Ghatapada, JAIPUR

Your working hours are flexible and will depend on the project you are working on. It is essential to complete at least 40 hours of work in a week. Also you would have to abide by all the other office rules and regulations.

Leaves and Holidays

You are eligible for Unlimited Leaves (with the prior written Approval of manager on mail and HR Tool).

Leaves can be availed only on approval from the Manager and that could be for any number of days. A maximum of 10 consecutive working days can be given as Approved Paid Leave, at a time. There will be 15 official yearly holidays which will be published every year.

Probation

You will be on probation for a period of 9 months. The probation period can be extended further if your performance/conduct is not satisfactory, at the sole discretion of the management. You will continue to be on probation until confirmed in writing.

The compensation stated above will be applicable once you clear your probation, before that you are eligible for the amount of INR 15,000 as monthly stipend.

Appraisal

Regular performance reviews will be done to assess your suitability, the appraisal would be conducted periodically and the annual appraisal will be done on or before completion of your one year of joining.

Statutory compliance

Tax Laws – TDS is deducted by the company as per the Indian tax laws. PF Laws - PF is deducted by the company as per PF Act.

ESIC Laws - ESIC is deducted by the company as per ESIC Act.

Company Policies

You agree that as part of your job responsibilities, you will follow the guidelines, standards, rules, policies and practices of the Company prevailing from time to time. You agree that the Company may change any of the Company's guidelines, standards, rules, policies and practices from time to time, and that such changes will apply to your job responsibilities and be binding on you after the effective date of the change. Such changes may affect or result in a modification of the terms and conditions governing your employment which are set out in this or elsewhere, and you shall be bound by such changes as long as they are permitted by law. For the avoidance of doubt, nothing in this agreement shall affect or be construed to prejudice or override any of the Company's obligations imposed by law, and the terms of this Appointment Letter shall be read subject to such legal obligations, and where there is any inconsistency between the terms and such legal obligations, the terms of this Appointment Letter shall be deemed to be modified to the extent of such inconsistency. You warrant that you are under no contractual and/or legal duty or obligation arising from any other contracts you may have entered into which restrains you for whatever reason from being employed by or working for the Company and you agree to indemnify the Company against any loss or damage that the Company may suffer arising out of your breach of the foregoing warranty or out of any other contractual obligations you may have that are inconsistent with or in conflict with your duties and obligations under this Appointment Letter. Kindly note that any action of yours, contrary to any of the above mentioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions of your appointment.

Personal Taxation

Your salary and perquisites are subject to Income Tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the company does not accept any responsibility for its accuracy.

Relocation/Training Clause

If the company provides you with relocation assistance and/or notice pay to acquire you from your existing employer as decided at the time of your appointment, you agree and acknowledge that the

company will incur heavy expenditure and cost for your joining and you also agree and warrant that you will work for a continuous period of at least 12 months. However, if under any circumstances you leave the company or the company terminates you due to gross negligence on your part before the expiry of a period of 12 months on receiving all or part of your relocation expenses or buy out amount, you shall be bound to repay the company all such expenses and allowances as applicable or otherwise and the company shall also be entitled to deduct any such amount from your last salary, full & final settlement or from other modes of recovery under law.

Non-solicitation of Clients

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to solicit, get employed or carry out any work of the same nature for any client, customer or client's associates of Auriga IT Consulting Pvt. Ltd with which Employee had any contact or dealings whilst employed by Auriga IT Consulting Pvt. Ltd.

Non-solicitation of Employees

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to offer or get any work done from the Auriga IT Consulting Pvt. Ltd. existing employees or ex-employee who resigned in the last 1 year.

Conflict of Interest

While in your active employment in Auriga IT Consulting Pvt. Ltd., you are not allowed to be in active/part-time, advisory, consultant, directorship employment with any other organization.

Copyright and Other Intellectual Property

1. All work produced for the Company by Employee under this employment offer or otherwise and the right to copyright all other intellectual property in all such work are the sole property of the Company and/or its Clients.
2. Employee agrees that the Company shall have sole and exclusive ownership of Trademarks, Trade names and Intellectual property rights in respect of product / information / material of the Company and/or its Clients.
3. Upon any termination, Employee shall promptly return any or all material supplied by the Company and/or its Clients, in his/her possession when requested during the employment offer or without request on completion of the project. Employees have no right to withhold any of this information.

Confidentiality

You are required to maintain the confidentiality of the data, other company details as entrusted to you and not share it with partners, vendors, suppliers, media etc unless necessary/ legally appropriate. The breach of trust may result in financial penalties, expulsion from the designation, and also legal action if necessary.

Employee's Obligation

The Employee must handle the given work in a professional manner and shall at all times adhere to a professional code of conduct. It shall be the employee's obligation to complete the given work on time and to the best of his/her abilities.

Acceptance of Offer

The Employee accepts the employment with the Company upon the terms and conditions as set out in this Agreement and shall devote all his/her time, energy and ability to the interest of the Company and to perform the duties for the interest of the Company in an efficient, trustworthy, professional and

workmanlike manner.

Signing and acceptance of this Offer Letter shall be considered as deemed acceptance of the employment from the Employee and hence it will be appropriate to assume that the Employee shall be joining the organisation, subject to the terms and conditions laid down in the subsequent Appointment Letter. An Employee shall hence not be allowed to revoke their acceptance of the Employment post signing of this Offer Letter.

Duties

The Employee shall devote his/her best efforts and time for performing the duties on behalf of the Company. The Employee shall perform services under this Agreement during the working hours as assigned and scheduled by the Company; or more than such working hours if required for performing the roles in special circumstances.

The Employee shall be prompt in reporting to work at the assigned time to the senior designated.

The Employee shall perform all his duties and responsibilities in the best of interest of the Company.

The Employee shall disclose to the Company any prior obligation, relationship or commitment that is in conflict with this Agreement or with prior Company, undertaken by the Employee.

Exclusive employment

The Employee is required to devote the whole of her time, attention and abilities during the hours of work to duties for the Company. The employee may not, under any circumstances, whether directly or indirectly, undertake any other duties, of whatever kind, during the hours of work for the Company.

The Employee, while being employed with the Company, shall not without the prior written consent of the Company (at the sole discretion of the Company and the decision of Company being final) engage, whether directly or indirectly, in any business or employment which is similar or in any way connected or competitive with the business of the Company in which the employee works or any work otherwise which could or might reasonably be considered by others to impair the ability of the employee to act at all times in the best of interest of the Company outside the hours of work for the Company. Any employee in breach of this requirement will be subject to disciplinary procedure and may be dismissed.

Service Agreement

On successful completion of the probationary period, employees would be converted into full time employees and would be entitled to receive compensation as mentioned in the "Salary Breakup".

Herein the employee agrees to sign a service agreement of 12 months from the date of confirmation of full time employment. Whereas the employee would not resign from the services before completion of 12 months of full time employment with the organisation. In case of extraordinary situations if an employee tender resignation before completion of 12 months they need to pay 3 months of gross salary to the company. In these situations the company has the right not to provide an experience certificate for the time the employee has been associated with the company.

Trade Secret

The Employee agrees, understands and acknowledges that in terms of performance of his role and duties with the Company and/or its clients the Employee shall be exposed to various information of the Company and/or its clients. For clarity, the Trade Secret shall mean any information or material that is commercially valuable to the Company and/or its clients and not generally known or available in the industry or any third

party. This shall include and is not limited to the following:

1. Any and all versions of the Company's and/or its clients products and services, including source codes, product data and specifications, diagrams, flow-charts, drawings, test results, know-how, processes, inventions, research projects and product development;
2. Technical information concerning the Company's and/or its clients products and services, including product data and specification, source codes, diagrams, flow charts, drawings, test results, knowhow, process, inventions, research projects and project development;
3. Information concerning the Company's and/or its clients business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, suppliers lists and supplier information and advertising strategies;
4. Information concerning the Company's and/or its client's employees, including their salaries, strengths, weaknesses and skills;
5. Information submitted by the Company's customers, suppliers, employees, consultants or co-venturers with the Company for study, evaluation or use; and
6. Any other information not generally known to the public, which, if misused or disclosed could reasonably be, expected to adversely affect the Company's and/or its client's business.

The Employee agrees and understands to keep such Trade Secret, whether prepared or developed by him or not, in strict confidence. The Employee shall not disclose or use such Trade Secret without prior written consent of the Company and/or its clients. It is further agreed and understood by the Employee that in case there is breach of any such Trade Secret by the Employee to any third party, the Company shall incur irreparable and unliquidated damage and the Company shall have right to initiate legal action against the Employee, including civil as well as criminal proceedings, in addition and without prejudice to demanding a monetary compensation from the Employee.

Confidential information of others: The Employee shall not disclose to the Company, use in the Company's business, or cause the Company to use, any information or material that is a trade secret of others. While performing the duties and roles of this Agreement, the Employee shall not breach any prior obligation undertaken by the Employee prior to the employment by the Company. Also, in case the Employee is in breach of any such prior agreement, the Employee shall indemnify and keep indemnified and hold harmless the Company from any such third party claim or action. The Employee understands that his obligation to maintain the confidentiality and security of the Company's and/or its clients Trade Secret remains with the Employee even after the termination of the employment with the Company and shall continue to remain as long as such material remains a Trade Secret.

Data Protection

The employee consents to the Company holding and processing, both electronically and manually, the data that it collects about them in the course of their employment, for the purposes of the Company's administration and management of its employees and its business and for compliance with the applicable laws, procedures and regulations and to the transfer, storage and processing by the Company. The employee shall not copy/download/create a copy any of projects data/communications at time of exit.

Email and Information Technology System

The Company reserves the right to monitor emails and the use of Information Technology systems including use of the Internet. Personal use is not permitted without the express permission of the Company. Emails composed by the Employee must comply with professional business standards in terms of the content and language.

Abandonment

Absence from work for a continuous period of three days (including absence upon leave though applied for but not granted) or when overstayed for a period of five days after expiry of sanctioned leave, may make you lose your lien on the job and your services may automatically come to an end without any notice or intimation.

Termination of employment by abandonment as above explained, shall cause 2 months' salary deduction and/or payment to the Company; as per the prevailing situation. Moreover, no recommendation and experience letter shall be provided, if the 2 months salary has not been paid by the Employee. The discretion to waive such a condition for exceptional circumstances shall be entirely with the Company.

Termination by cause

The Company may terminate the employment of the Employee, with immediate effect, without giving any notice period and without any compensation or benefits, for the following reasons:

In case of negligence or misconduct by the Employee;

In case the Company feels that the Employee is unfit for the role that he/she is appointed for;

In case of non conformity and/or breach of the Employment terms and conditions;

In case of any time during employment, it is found that the Employee has provided details that are untrue, incorrect, fabricated or are obtained by incorrect means.

In case the Employee is found guilty of any dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without prior permission or any other conduct considered detrimental to the Company's interest and policies.

In case of above, the Company shall not be bound to provide any recommendation letter to the Employee.

Termination by convenience

This employment may be terminated without any reasons by the company, by giving one month

notice during the probation period or even after confirmation. However the Company may at its sole discretion waive-off the whole/or part of the notice period and relieve the employee with immediate effect. For the avoidance of doubt in case the Company waives off the notice period and relieves you with immediate effect/ prior to the expiry of notice period, it shall not be liable to pay any amount for the waived off period. Prior to leaving the Company, You will ensure that all your ongoing activities are successfully completed and properly handed over to the satisfaction of your manager/in charge/superior.

Employee - Termination and Notice period

As an employee of the Company, in case you decide to leave our services, you shall be required to serve two months' notice period. This notice period is also applicable to employees who are on probation. In case that an employee is unable to serve the notice period, then he shall upfront pay two months' salary in lieu thereof. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion.

Summary Dismissal

The Company may dismiss the Employee without advance notice and/ or payment in lieu thereof ("Summary Dismissal") and this agreement will terminate immediately, if the Employee:

- Does not perform the duties assigned to the Employee under this Agreement satisfactorily;
- Violate any of the terms of this Agreement;
- Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment.
- Becomes unavailable due to illness (whether physical or mental), unable to properly and effectively perform as provided in this Agreement for a period of 45 days in any consecutive period of 6 months;
- Expressly or by implication repudiate this agreement;
- Act in such a way as to bring to the Company, its clients, its associates, group companies, subsidiaries into dispute;
- Is convicted of a criminal offence;
- Is convicted of or charged with an offence including moral turpitude;

- Is declared bankrupt or insolvent by competent court of law;
- Suspension- Pending consideration by the Company of any of the matters potentially giving rise to a Summary Dismissal, the Employee may be suspended from duty on half pay at the company's discretion for not more than 6 months.

Accept this job offer:

Sign this job offer letter where indicated below, and at the bottom margin of all pages, also mention "ACCEPTED" at the bottom line.

Decline this job offer:

Sign this job offer letter where indicated below. Mention "DECLINED"

Mail all pages of this offer letter back to us by 18-08-2021 . If we do not hear back from you before 18-08-2021 ,we will have to assume that you have declined the offer.

Candidate's signature Accepted/declined

Date:

Place:

For Auriga IT Consulting Pvt. Ltd.



Nisha Saini
Manager - Talent Acquisition

19 January 2022

OL No: VZ22C449

Dear **Akash Kumar**,

We congratulate you for being selected for a **6 Months** Training with Verzeo Edutech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training :

Title: **Business Development Trainee**

Training Date: **7 February 2022 to 16 February 2022**

OJT Start Date: **17 February 2022**

OJT End Date: **16 August 2022**

Stipend: **INR 17000** Per Month + **INR 10000** as incentives (Subject to statutory deductions)

Target: **250000** INR per month.

Please indicate your acceptance, by signing the letter and mail the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <acceptance@verzeo.com> within **2 working days from the receipt of this mail**. The offer **shall stand** automatically withdrawn without further action on the part of **VERZEO EDUTECH** if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Verzeo Edutech, and will report on or before **7 February 2022**.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

Working Hours: 9 Hours a day (Inc. Lunch Break).

Job Type: Full Time Training

Location: Bangalore.

- During the training period you will not receive any of the employee benefits that regular employees receive.
- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination (Original MS for Verification)• 12th standard or equivalent examination (Original MS for Verification)• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
3.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Re: Onboarding Process : HRMS Portal

1 message

Akash Yadav <akashyadav1121998@gmail.com>

Wed, Jan 19, 2022 at 3:06 PM

To: "tpo@poornima.org" <tpo@poornima.org>, "diptilodha@poornima.org" <diptilodha@poornima.org>

On Wed, 5 Jan, 2022, 7:19 pm Neha Nimbark, <neha.nimbark@atcs.com> wrote:

Hi All,

We believe that you all are healthy and excited to join **ATCS on 10th January 2022** We are delighted to have you as a part of the ATCS family.

In the onboarding process, one of the activities is creating a profile of the employee in our **HRMS portal** also known as **BEEHIVE**. You are requested to follow attached guidelines to create your profile on BEEHIVE.

URL: <https://atcs.beehivehcm.com/>

USERNAME: <Empcode>

PASSWORD: < Password has been sent to you on your personal email id, from NO REPLY>

Attached are the details about Employee Code.

Note: If you fail to fill the details and upload the documents on Beehive portal before your joining, in that case your Date of joining will be extended.

Please connect with me in case of any query at 8058094999

Thanks & Regards,

Neha Nimbark

Senior Executive – Talent Acquisition

ATCS Pvt. Ltd.

unnamed

Advanced Technology Consulting Service Pvt. Ltd.

IT-A-014-A, IT/ITES Mahindra SEZ, Jaipur,302037


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
1310, P.O. Institutional Area
Sitapura, JAIPUR

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ATCS image001.png
Advanced Technology Consulting Services 3K


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISIRI, RIIICO Institutional Area
Sitapura, JAIPUR

02 Dec 2021

Dear Mr. Akshit Trivedi,

With reference to your application received, we are pleased to provide you an opportunity with us.

Many congratulations to you! Your Designation would be Management Trainee.

Kindly provide an acceptance of the offer.

You would be required to carry the following documents on your date of joining:

- Educational certificates
- PAN Card copy
- Bank Account details/ Cancelled cheque
- Photo ID proofs
- 6 Passport size latest Photographs

As discussed your date of joining would be 06 Dec, 2021.

Your working hours would be minimum 8.5 hrs per day (5 days a week).

You shall be eligible for 1.25 days leaves per month.

During this tenure, you would be paid a stipend of INR 20000 per month for Six months. After Six months you shall be evaluated and on that basis you would be absorbed as an employee into the organization in accordance with internal organizational policies.

In addition to the stipend, there is retention bonus of INR 30K (5k *6 months) which you will be eligible for once you have successfully completed this internship duration with us.

You are requested to acknowledge the receipt of this communication.

We welcome you at Dr. B. Lal Clinical Laboratory Pvt. Ltd. for a happy and mutually beneficial association.

Regards,

Team Human Resources

Dr. B. Lal Clinical Laboratory



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



Since 1991

Dr. B. Lal

Clinical Lab | Pharmacy

Serves Best, Serves All

Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director

Peernima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Date:- 09/Sep/2021

Employment Offer Letter

Name: - Aman Jain

E-mail: - 2018pceecaman6@poornima.org

Mobile- 7014383427

Dear **Aman Jain** ,

This is regarding your application for employment with **In Time Tec Visionsoft Pvt. Ltd.** We are pleased to offer you an internship followed by employment with **In Time Tec Visionsoft Pvt. Ltd** at our Jaipur office located at **Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.**

Your designation will be **Trainee** for the initial 6 months. After successful completion of your internship and based on your performance during internship, your designation will change to **Jr. Software Engineer** with an annual salary of Rs. 5.50 Lakhs

During your internship upto 6 months, you will be entitled to a stipend of Rs. 15000/- per month

Joining Date for Training

You are required to report on duty at our office on **03-Jan-2022**

Internship Period & Confirmation

Upon your satisfactory completion of the internship period, you shall be a confirmed employee of the company. The company reserves the right to either extend the internship period or terminate your employment in the event that your performance is not up to expectations.

Appraisal

Performance reviews and annual appraisals are done in the month of April and increments are therefore granted on merit according to the company policy.

This is a Computer-Generated Document. No Signature Required.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Gulapura, JAIPUR



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura, Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Place of Work and Mobility

You shall be based in Jaipur but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations, and terms and conditions, applicable to the new assignment.

Non-Disclosure and Intellectual Property Rights

As a condition of your employment, you will be required to sign the company's standard form of Confidential Information and Assignment of Inventions Agreement at the time of your joining. The company retains the ownership of intellectual property rights related to copyrights concerning works undertaken during the employment of the company. You are also not allowed to carry portable storage device in and outside of the company premises.

Termination and Notice Period

Either the company or you may at any time, terminate this agreement by giving in writing to the other party 60 days notice or in lieu thereof a sum equal to the amount or pro-rated amount of CTC, which would have accrued to you during the period or remaining period of notice through the buyout of notice period will be entertained only subject to management approval. This clause will be applicable only after successful completion of internship period. During the internship period, 15 days of notice period is mandatory.

The company would terminate the employee with an immediate effect if caught engaged in dishonest or suspicious behavior, or misconduct or theft of company products.

Annual Leave

From the day of joining, you shall be entitled to annual leave accordingly to company rules. During the internship period you are only allowed to take leaves for your examination. The company's holiday year runs from the first day of January to the last day of December.

The company declared holidays based on the location of work. The annual leave entitlement for the calendar year is 18 for all employees. Employees with less than 1 year of service receive a proportional amount of annual leave entitled. Further details would be given to you at the time of your joining the organization.



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Rules and Regulations

Your job will be subject to the policies, rules, and regulations of the company as promulgated and modified from time to time in relation to your conduct, employment, and all other factors.

In addition to the above, all internal policies, rules, and regulations as may be in the Operations at the time of your acceptance of the appointment with the company may be amended or altered, with or without notice, from time to time at the discretion of the company and will be applicable to you.

Acceptance

Please sign this letter indicating your acceptance to the offer of employment and send it to us at the earliest. If we do not hear from you within 10 days from the date of release of this letter, we shall assume that you do not wish to take up the company's offer of an employment and our offer expires. We look forward to having you in the **In Time Tec Visionsoft** family.

Regards,

Kritika Gupta
Assistant Manager-HR
In Time Tec Visionsoft Pvt.Ltd.

I hereby agree to and accept the terms of the employment offer and shall report for duty on the

Signature
(Name).....
Date:.....

This is a Computer-Generated Document. No Signature Required.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Salary Break-up Letter after Internship Confirmation

Dear **Aman Jain**,

Your monthly salary details & total cost to company is as follows:

Proposed Breakup		
Total Annual CTC		₹ 550,000
Particulars		Monthly
Total Monthly CTC (A)		₹ 45,834
Employee Benefits (Deductible) (B)		₹ 4,252
Health Insurance	₹ 1,350	
Provident Fund (Employer Part)	₹ 1,800	
Gratuity	₹ 1,102	
Gross Salary (C) = (A) - (B)		₹ 41,582
Basic Salary	₹ 22,917	
House Rent Allowance	₹ 11,459	
Academic Research Allowance	₹ 2,500	
Telephone & Internet Allowance	₹ 1,500	
Other Allowance	₹ 3,206	
Statutory Deductions (D)		₹ 1,800
Provident Fund (Employee Part)	₹ 1,800	
Professional Tax	₹ 0	
Net Salary (E) = (C) - (D)		₹ 39,781

Kindly Note:

The company is responsible for deducting taxes, Health Insurance PF & any other govt. liability that is binding by the law. The salary paid to you will be calculated by deducting any such payments from your gross salary.

Best Wishes,

In Time Tec Visionsoft (p) Ltd.

Kritika Gupta

Assistant Manager-HR

This is a Computer-Generated Document. No Signature Required.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



11-Jan-2022

Anil Saini
B.Tech Computer Science
Poornima College of Engineering, Jaipur

Dear Anil Saini,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**, starting Dec 2021.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

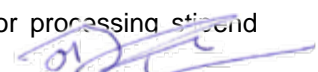
Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors for processing stipend payment and tenure spent will not guarantee your monthly stipend payment.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RIIICO Institutional Area
Ghatapada, JAIPUR

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:

Anjali Mohta Pce18cs020: OFFER LETTER

1 message

anjali PCE18CS020 <2018pcecsanjali20@poornima.org>

Wed, Jan 19, 2022 at 3:04 PM

To: Dipti Lodha <diptilodha@poornima.org>, Training & Placement Office <tpo@poornima.org>

----- Forwarded message -----

From: **Neha Nimbark** <neha.nimbark@atcs.com>

Date: Wed, 5 Jan, 2022, 7:19 pm

Subject: Onboarding Process : HRMS Portal

To:

Cc: Satish Kumar Malhotra <satish.malhotra@atcs.com>, Harshita Parwal <harshita.parwal@atcs.com>, Ragini Motwani <ragini.motwani@atcs.com>, Abhilesh Mangal <abhilesh.mangal@atcs.com>, Deepak Varandani <deepak.varandani@atcs.com>

Hi All,

We believe that you all are healthy and excited to join **ATCS on 10th January 2022** We are delighted to have you as a part of the ATCS family.

In the onboarding process, one of the activities is creating a profile of the employee in our **HRMS portal** also known as **BEEHIVE**. You are requested to follow attached guidelines to create your profile on BEEHIVE.

URL: <https://atcs.beehivehcm.com/>**USERNAME:** <Empcode>**PASSWORD:** < Password has been sent to you on your personal email id, from NO REPLY>**Attached are the details about Employee Code.****Note: If you fail to fill the details and upload the documents on Beehive portal before your joining, in that case your Date of joining will be extended.**

Please connect with me in case of any query at 8058094999

Thanks & Regards,

Neha Nimbark

Senior Executive – Talent Acquisition

ATCS Pvt. Ltd.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
1310, RILCO Institutional Area
Sitapura, JAIPUR



Advanced Technology Consulting Service Pvt. Ltd.

IT-A-014-A, IT/ITES Mahindra SEZ, Jaipur, 302033

Innovative Ideas. Winning Solutions

A CMMi Level 5| ISO 27001:2013 & ISO 9001:2015 Company




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3 attachments

 **image001.png**
3K

 **Self Manual_Beehive.pdf**
7925K

 **Emp Code.pdf**
102K

HRD/FINALSEMTRG/2022/1003644375



February 1, 2022

Ankit.

Dear Ankit

This is in reference to the Internship Program ('**Program**' hereinafter) offered to you by Infosys Limited ('**Infosys**' hereinafter), a corporation incorporated and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India, in accordance with the terms of the Internship Agreement executed between you and Infosys on [date]. The details of the Program are as follows:

1. Program Date : **February 7, 2022**
2. Duration of the program : **13 Weeks**
3. Mode of Internship : **Online or at the Company's premises at Mysore**

Infosys at its sole discretion permits you to work remotely during the Program, till further notice. The Company does not expect you to work from office for the foreseeable future. You may continue to work remotely unless there are business requirements, including changes in the applicable law, in which case, you will be provided 30 (Thirty) calendar days' notice to return to office. As such, should you be asked to return to work, you agree that it will not be considered a modification to your working conditions.

You will be entitled to get a **Stipend of Rs. 10,000/- (Rupees Ten Thousand Only) per month** during the Program. You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Intern's obligations as per the Internship Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys's confidential and proprietary information. Infosys disclaims all liability and responsibility for acts and/or omissions by you that are in violation of any of the applicable laws, governmental orders, guidelines, rules, ordinances, or regulations that are in force at the applicable time

Please note that the Internship Agreement may be terminated by Infosys in accordance with Clause 6 of the Internship Agreement.

Please sign this letter, the Internship Agreement and the undertakings, attached herewith and send across a scanned copy of the same to Infosys_LPCampus@infosys.com before 07th February 2022. You are also required to send the signed hard copy of this letter, the Internship Agreement, and the attached undertakings to Infosys's office at Electronics City, Hosur Road, Bangalore 560 100, India before 14th February 2022

You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,
Yours sincerely,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

Dear Ankit ,

We would like to ensure that you are updated on a few things in order to ensure that your Internship Program with Infosys is productive and enjoyable.

You will be required to login to WebEx on the day of your joining. The details of WebEx meeting will be shared with you shortly over e-mail.

You are required to work from Monday through Friday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on an assigned project topic and submit a copy of your project report to your Project Mentor.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct as has been specified to me in the Internship Agreement. I acknowledge and agree that Infosys has no liability and responsibility for all acts and/or omissions by me that are in violation of any of the applicable laws, governmental orders, guidelines, rules, ordinances, or regulations that are in force during the period of the Program.

Signature :

Name :

Date :

INTERNSHIP AGREEMENT

This Agreement is made as of _____ (“**Effective Date**” hereinafter) between Infosys Limited, a corporation incorporated and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“**Infosys**”/**Company** hereinafter) represented by [*name of person, designation*]

AND

_____ (“**Intern**” hereinafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Intern is desirous of interning with Infosys and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereinafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Intern is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereinafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. DEFINITIONS:

- 1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.
- 1.2 “Agreement” shall mean this Internship Agreement which has been executed by and between Infosys and the Intern.

- 1.3 “College Authorities” shall mean and include the Principal and/or Registrar and/or any other designated personnel of _____ (“College” hereinafter) who are authorized to issue permission(s) to the Intern to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Intern as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Intern gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Employee Handbook” shall mean the Employee Handbook, which is applicable to all the employees of Infosys.
- 1.6 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.7 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Employee Handbook of Infosys.
- 1.8 “Project” shall mean the mandatory final semester College project work as part of his/her curriculum in his/her College.
- 1.9 “Program” shall include the meaning ascribed to it in Clause 2.

2. PROGRAM:

- 2.1 The Program would commence from **February 7, 2022**
- 2.2 The Program would be conducted online or at the Infosys premises at Mysore and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Intern would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Intern to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Intern to undergo the entry level training program.

- 2.6 The Program will require the Intern to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Intern would be an amount of INR 25,000/- (Rupees Twenty-Five Thousand only).
- 3.2 The Intern agrees that he/she shall be liable to pay Infosys the Fees and all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of
- 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Intern, if so extended by Infosys; or
- 3.2.2 The Intern has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Intern is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Intern's Project, Infosys shall allow the Intern extensive use of the facilities which were ordinarily available to the Intern during the Program.

5. INTERN'S OBLIGATIONS

- 5.1 The Intern, during the course of the Program needs to be present in the territory of India.
- 5.2 The Intern, during the course of the Program, would have to follow certain rules and regulations and certain company policies of Infosys that would normally be applicable to any other employee of Infosys, including but not limited to the Code of Conduct and Ethics and any other policies and agreements pertaining to confidentiality and intellectual property rights protection.
- 5.3 The Intern shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.4 The Intern shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.5 The Intern shall not commit any act(s) of Misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.

- 5.6 The Intern shall not disclose any Confidential Information to any party without the prior written approval of Infosys. Notwithstanding the above, the obligations of this Clause will remain inoperative as against you if the Confidential Information is (i) known to the public, through no act or failure to act on your part; (ii) authorized for dissemination to others by the Company without restrictions on disclosure; (iii) legitimately received from a third party without restrictions on disclosure in favor of the Company; (iv) generally made available to third parties by the Company without restrictions on disclosure, or (v) required to be disclosed by law or court order, provided that you will take reasonable steps to give the Company sufficient prior written notice and opportunity to contest such request, requirement or orders. If you have any questions as to what comprises such confidential information, please consult your designated project manager.
- 5.7 The Intern accepts that Infosys shall be the sole owner of any and all intellectual property rights, including copyright, trademark, etc. and any equivalent and all attendant rights in relation to any report, research, article, publication, work product, software, technical project, techniques, formulas, data, etc. that you would have made and created as part of and during the course of the Program.
- 5.8 The Intern shall undertake utmost care in maintaining and protecting the assets and intellectual property of the Company, including but not limited to the laptop, software, hardware, files (stored in whatever medium) etc., that the Intern may have access to by virtue of his engagement with Infosys or that may be provided to the Intern by Infosys from time to time, for his/her use.
- 5.9 Notwithstanding any other provision of this Agreement, the Intern shall be required to follow a 5 (five) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Intern is found to commit an act of Misconduct in accordance with the Company's rules and policies is found to have been engaging in any exam malpractices or unfair means to clear any comprehensive examinations or complete their education during the course of the program.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Intern is found to disclose any Confidential Information to any party without its prior written approval to the same.
- 6.4 Infosys has the right to terminate this Agreement with immediate effect if the Intern is not present in the territory of India at any point during the duration of the Program.
- 6.5 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorized in that behalf and shall be issued to the Intern concerned

- 6.6 Termination of this Agreement under the aforementioned clauses by Infosys would be without prejudice to the Company's right to claim damages suffered on account of such breach or any other relief to which the Company may be entitled to under the contract, law or equity.

7. CONSEQUENCES OF TERMINATION

Upon termination of this Agreement, the Intern shall be obliged to:

- 7.1 Return all tangible forms of Confidential Information to Infosys.
- 7.2 Return any of the tangible equipment and/or assets in the same condition as provided to the Intern during the course of the Program.

8. REPRESENTATIONS, WARRANTIES AND INDEMNITIES:

- 8.1 The Intern fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto. The Intern represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto:
- 8.2 The Intern shall use his/her best endeavors to complete his/her Project and in the event of him/her not completing the Project, shall not hold Infosys liable thereto.
- 8.3 Indemnity: The Intern shall always hold harmless Infosys, its officers, employers, employees, agents, representatives and contractors from and against any and all lawful consequences of any loss, damage, costs, penalties, fines, claims, expenses or liabilities arising out of or resulting from negligence, Misconduct, misfeasance or any improper/illegal action of the Intern or any breach of the aforementioned representations and warranties.

9. INTERN STATUS

- 9.1 Notwithstanding anything contained herein, this Agreement is not intended and shall not be construed as an offer of employment from Infosys.
- 9.2 During the Program, you will remain a student of your College. This offer of Internship is not to be construed as, and does not constitute, an offer of employment in the Company. Please note that your participation in the Program with Infosys is not guarantee of an offer of employment with Infosys.

10. GENERAL PROVISIONS

- 10.1 Non-Waiver and Amendment: No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Intern. The failure of either Infosys or Intern at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.

- 10.2 Force Majeure: Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, pandemics, epidemics, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control ("Force Majeure Event" hereinafter). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 Assignment: The Intern shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 Severability: If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 Governing Law: This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Intern with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

Accepted:

[Ankit]

Date: _____



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-0, RICO Institutional Area
Sikapura, JAIPUR

Re: Internship with ATCS !!

1 message

anuj PCE18CS024 <2018pcecsanuj24@poornima.org>
To: Training & Placement Office <tpo@poornima.org>

Fri, Mar 4, 2022 at 2:36 PM

On Fri, 4 Mar 2022 at 2:33 PM, Anuj Dhaka <anujdhaka.info@gmail.com> wrote:

On Wed, 5 Jan 2022 at 5:47 PM, Chandani Mansinghani <chandani.mansinghani@atcs.com> wrote:

Hi Anuj,

Thank you for showing your interest to pursue internship with ATCS. Kindly consider this email as a confirmation to your application for the Internship. Please find following details:

Time & Date of Joining	10:30 AM 10 th January 2022
Duration of Internship	10 th January 2022 to 30 th June 2022
Contact Person	Ragini Motwani
Stipend	₹ 10,000/- per month
Internship Mode	Virtual

On the date of joining, you will be asked to upload following documents on our HR portal (Beehive). Please be ready with soft copy of following documents on the date of joining, which is 10th Jan at 10:30 AM

1	Education Mark sheets (Secondary, Senior Secondary, Graduation and P.G and certificates if any)
2	PAN card
3	Aadhar Card
4	Passport size professional photo


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
1310, FULCO Institutional Area
Sitapura, JAIPUR

Best Regards,

Chandani Mansinghani

Associate Talent Acquisition



Advanced Technology Consulting Service Pvt. Ltd.

Innovative Ideas. Winning Solutions.

A CMMI Level 5 | ISO 27001:2013 & ISO 9001:2015 Company



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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
1310, P.O. Institutional Area
Sitapura, JAIPUR

13-08-2021

Private & Confidential
Appointment Contract

Dear Mr. ANUPAM Agarwal ,

It is our pleasure to extend the following offer of employment as an **Associate Software Engineer** to you on behalf of Auriga IT, further to the interview and discussions you had with us.

Your appointment takes effect immediately and you are expected to join us on **4th Oct, 2021**.

Your benefits and professional fee will become applicable from the day of your joining.

I hope that you will have a wonderful time with us. Please find the terms and conditions for your position below:

1. DESIGNATION : Associate Software Engineer
2. COMPENSATION : INR 6 Lacs Per Annum
3. DATE OF JOINING : 4th Oct 2021 at 11 AM (Through virtual onboarding)

Compensation

As an **Associate Software Engineer** your compensation will be **INR 6,00,000 per annum** and there will be periodic reviews of your salary on a performance basis.

Your compensation and benefits are subject to change as per Company policy on performance, salary review and such other valid reasons as recognized in law, as the Company may determine from time to time. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at, on the basis of your specific background and professional merit.

Accordingly, kindly maintain this information and any future changes pertaining to the same as strictly personal and confidential and discuss only with the HR department of the Company and not with anyone else.

Auriga IT Consulting Pvt Ltd

Reg. Add. :111/306, Vijay Path, Mansarovar, Jaipur 302020, Rajasthan

Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U72100 RJ2016PTC030719

Dr. Mahesh Bundeale
B.E., M.E., Ph.D.
Director

Poonima College of Engineering
ISI-6, RILCO Institutional Area
Ghatapada, JAIPUR

Salary Break-up

Please find the Monthly salary break up below -

EARNINGS	MONTHLY	YEARLY
Basic	25,000.00	3,00,000.00
HRA	10,000.00	1,20,000.00
Travel Reimbursement (LTA)	5,000.00	60,000.00
Statutory Bonus	1,750.00	21,000.00
Other Allowance	8,250.00	99,000.00
TOTAL EARNINGS (A)	50,000.00	6,00,000.00
DEDUCTIONS	MONTHLY	YEARLY
Insurance Deduction	333.33	4,000.00
Employee Gratuity contribution	1,202.50	14,430.00
PF Employee	1,800.00	21,600.00
PF - Employer	1,800.00	21,600.00
PF - Other Charges	150.00	1,800.00
TOTAL DEDUCTIONS (B)	5,285.83	63,430.00
TOTAL (A-B)	44,714.17	5,36,570.00

Place of Work

Due to extraordinary pandemic situations prevailing across the globe, currently AurigaIT is providing work from home facility to all its team members but as soon as situations normalises as well as it seems safe to work from office, you will be posted at Jaipur. However, you may be required to relocate immediately or in due course, if the position requires deputation/ relocation to another office of Auriga IT Consulting Pvt. Ltd., or to a Client or a Vendor location, in India or abroad.

Working Days and Hours

Auriga IT Consulting Pvt Ltd

Reg. Add. :111/306, Vijay Path, Mansarovar, Jaipur 302020, Rajasthan

Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U73100PT2016PTC630719

Contact: +91 7976 121212

Dr. Mahesh Bundeale, B.E., M.E., Ph.D.

Director
Poonima College of Engineering
ISI-6, RILCO Institutional Area
Ghatapada, JAIPUR

Your working hours are flexible and will depend on the project you are working on. It is essential to complete at least 40 hours of work in a week. Also you would have to abide by all the other office rules and regulations.

Leaves and Holidays

You are eligible for Unlimited Leaves (with the prior written Approval of manager on mail and HR Tool).

Leaves can be availed only on approval from the Manager and that could be for any number of days. A maximum of 10 consecutive working days can be given as Approved Paid Leave, at a time. There will be 15 official yearly holidays which will be published every year.

Probation

You will be on probation for a period of 4 months. The probation period can be extended further if your performance/conduct is not satisfactory, at the sole discretion of the management. You will continue to be on probation until confirmed in writing.

The revised salary will be applicable once you clear your probation, before that you are eligible for the amount of INR 15,000 as monthly stipend.

Appraisal

Regular performance reviews will be done to assess your suitability, the appraisal would be conducted periodically and the annual appraisal will be done on or before completion of your one year of joining.

Statutory compliance

Tax Laws – TDS is deducted by the company as per the Indian tax laws. PF Laws - PF is deducted by the company as per PF Act.

ESIC Laws - ESIC is deducted by the company as per ESIC Act.

Company Policies

You agree that as part of your job responsibilities, you will follow the guidelines, standards, rules, policies and practices of the Company prevailing from time to time. You agree that the Company may change any of the Company's guidelines, standards, rules, policies and practices from time to time, and that such changes will apply to your job responsibilities and be binding on you after the effective date of the change. Such changes may affect or result in a modification of the terms and conditions governing your employment which are set out in this or elsewhere, and you shall be bound by such changes as long as they are permitted by law. For the avoidance of doubt, nothing in this agreement shall affect or be construed to prejudice or override any of the Company's obligations imposed by law, and the terms of this Appointment Letter shall be read subject to such legal obligations, and where there is any inconsistency between the terms and such legal obligations, the terms of this Appointment Letter shall be deemed to be modified to the extent of such inconsistency. You warrant that you are under no contractual and/or legal duty or obligation arising from any other contracts you may have entered into which restrains you for whatever reason from being employed by or working for the Company and you agree to indemnify the Company against any loss or damage that the Company may suffer arising out of your breach of the foregoing warranty or out of any other contractual obligations you may have that are inconsistent with or in conflict with your duties and obligations under this Appointment Letter. Kindly note that any action of yours, contrary to any of the above mentioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions of your appointment.

Personal Taxation

Your salary and perquisites are subject to Income Tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the company does not accept any responsibility for its accuracy.

Relocation/Training Clause

If the company provides you with relocation assistance and/or notice pay to acquire you from your existing employer as decided at the time of your appointment, you agree and acknowledge that the

company will incur heavy expenditure and cost for your joining and you also agree and warrant that you will work for a continuous period of at least 12 months. However, if under any circumstances you leave the company or the company terminates you due to gross negligence on your part before the expiry of a period of 12 months on receiving all or part of your relocation expenses or buy out amount, you shall be bound to repay the company all such expenses and allowances as applicable or otherwise and the company shall also be entitled to deduct any such amount from your last salary, full & final settlement or from other modes of recovery under law.

Non-solicitation of Clients

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to solicit, get employed or carry out any work of the same nature for any client, customer or client's associates of Auriga IT Consulting Pvt. Ltd with which Employee had any contact or dealings whilst employed by Auriga IT Consulting Pvt. Ltd.

Non-solicitation of Employees

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to offer or get any work done from the Auriga IT Consulting Pvt. Ltd. existing employees or ex-employee who resigned in the last 1 year.

Conflict of Interest

While in your active employment in Auriga IT Consulting Pvt. Ltd., you are not allowed to be in active/part-time, advisory, consultant, directorship employment with any other organization.

Copyright and Other Intellectual Property

1. All work produced for the Company by Employee under this employment offer or otherwise and the right to copyright all other intellectual property in all such work are the sole property of the Company and/or its Clients.
2. Employee agrees that the Company shall have sole and exclusive ownership of Trademarks, Trade names and Intellectual property rights in respect of product / information / material of the Company and/or its Clients.
3. Upon any termination, Employee shall promptly return any or all material supplied by the Company and/or its Clients, in his/her possession when requested during the employment offer or without request on completion of the project. Employees have no right to withhold any of this information.

Confidentiality

You are required to maintain the confidentiality of the data, other company details as entrusted to you and not share it with partners, vendors, suppliers, media etc unless necessary/ legally appropriate. The breach of trust may result in financial penalties, expulsion from the designation, and also legal action if necessary.

Employee's Obligation

The Employee must handle the given work in a professional manner and shall at all times adhere to a professional code of conduct. It shall be the employee's obligation to complete the given work on time and to the best of his/her abilities.

Acceptance of Offer

The Employee accepts the employment with the Company upon the terms and conditions as set out in this Agreement and shall devote all his/her time, energy and ability to the interest of the Company and to perform the duties for the interest of the Company in an efficient, trustworthy, professional and

workmanlike manner.

Signing and acceptance of this Offer Letter shall be considered as deemed acceptance of the employment from the Employee and hence it will be appropriate to assume that the Employee shall be joining the organisation, subject to the terms and conditions laid down in the subsequent Appointment Letter. An Employee shall hence not be allowed to revoke their acceptance of the Employment post signing of this Offer Letter.

Duties

The Employee shall devote his/her best efforts and time for performing the duties on behalf of the Company. The Employee shall perform services under this Agreement during the working hours as assigned and scheduled by the Company; or more than such working hours if required for performing the roles in special circumstances.

The Employee shall be prompt in reporting to work at the assigned time to the senior designated.

The Employee shall perform all his duties and responsibilities in the best of interest of the Company.

The Employee shall disclose to the Company any prior obligation, relationship or commitment that is in conflict with this Agreement or with prior Company, undertaken by the Employee.

Exclusive employment

The Employee is required to devote the whole of her time, attention and abilities during the hours of work to duties for the Company. The employee may not, under any circumstances, whether directly or indirectly, undertake any other duties, of whatever kind, during the hours of work for the Company.

The Employee, while being employed with the Company, shall not without the prior written consent of the Company (at the sole discretion of the Company and the decision of Company being final) engage, whether directly or indirectly, in any business or employment which is similar or in any way connected or competitive with the business of the Company in which the employee works or any work otherwise which could or might reasonably be considered by others to impair the ability of the employee to act at all times in the best of interest of the Company outside the hours of work for the Company. Any employee in breach of this requirement will be subject to disciplinary procedure and may be dismissed.

Service Agreement

On successful completion of the probationary period, employees would be converted into full time employees and would be entitled to receive compensation as mentioned in the "Salary Breakup".

Herein the employee agrees to sign a service agreement of 12 months from the date of confirmation of full time employment. Whereas the employee would not resign from the services before completion of 12 months of full time employment with the organisation. In case of extraordinary situations if an employee tender resignation before completion of 12 months they need to pay 3 months of gross salary to the company. In these situations the company has the right not to provide an experience certificate for the time the employee has been associated with the company.

Trade Secret

The Employee agrees, understands and acknowledges that in terms of performance of his role and duties with the Company and/or its clients the Employee shall be exposed to various information of the Company and/or its clients. For clarity, the Trade Secret shall mean any information or material that is commercially valuable to the Company and/or its clients and not generally known or available in the industry or any third

party. This shall include and is not limited to the following:

1. Any and all versions of the Company's and/or its clients products and services, including source codes, product data and specifications, diagrams, flow-charts, drawings, test results, know-how, processes, inventions, research projects and product development;
2. Technical information concerning the Company's and/or its clients products and services, including product data and specification, source codes, diagrams, flow charts, drawings, test results, knowhow, process, inventions, research projects and project development;
3. Information concerning the Company's and/or its clients business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, suppliers lists and supplier information and advertising strategies;
4. Information concerning the Company's and/or its client's employees, including their salaries, strengths, weaknesses and skills;
5. Information submitted by the Company's customers, suppliers, employees, consultants or co-venturers with the Company for study, evaluation or use; and
6. Any other information not generally known to the public, which, if misused or disclosed could reasonably be, expected to adversely affect the Company's and/or its client's business.

The Employee agrees and understands to keep such Trade Secret, whether prepared or developed by him or not, in strict confidence. The Employee shall not disclose or use such Trade Secret without prior written consent of the Company and/or its clients. It is further agreed and understood by the Employee that in case there is breach of any such Trade Secret by the Employee to any third party, the Company shall incur irreparable and unliquidated damage and the Company shall have right to initiate legal action against the Employee, including civil as well as criminal proceedings, in addition and without prejudice to demanding a monetary compensation from the Employee.

Confidential information of others: The Employee shall not disclose to the Company, use in the Company's business, or cause the Company to use, any information or material that is a trade secret of others. While performing the duties and roles of this Agreement, the Employee shall not breach any prior obligation undertaken by the Employee prior to the employment by the Company. Also, in case the Employee is in breach of any such prior agreement, the Employee shall indemnify and keep indemnified and hold harmless the Company from any such third party claim or action. The Employee understands that his obligation to maintain the confidentiality and security of the Company's and/or its clients Trade Secret remains with the Employee even after the termination of the employment with the Company and shall continue to remain as long as such material remains a Trade Secret.

Data Protection

The employee consents to the Company holding and processing, both electronically and manually, the data that it collects about them in the course of their employment, for the purposes of the Company's administration and management of its employees and its business and for compliance with the applicable laws, procedures and regulations and to the transfer, storage and processing by the Company. The employee shall not copy/download/create a copy any of projects data/communications at time of exit.

Email and Information Technology System

The Company reserves the right to monitor emails and the use of Information Technology systems including use of the Internet. Personal use is not permitted without the express permission of the Company. Emails composed by the Employee must comply with professional business standards in terms of the content and language.

Abandonment

Absence from work for a continuous period of three days (including absence upon leave though applied for but not granted) or when overstayed for a period of five days after expiry of sanctioned leave, may make you lose your lien on the job and your services may automatically come to an end without any notice or intimation.

Termination of employment by abandonment as above explained, shall cause 2 months' salary deduction and/or payment to the Company; as per the prevailing situation. Moreover, no recommendation and experience letter shall be provided, if the 2 months salary has not been paid by the Employee. The discretion to waive such a condition for exceptional circumstances shall be entirely with the Company.

Termination by cause

The Company may terminate the employment of the Employee, with immediate effect, without giving any notice period and without any compensation or benefits, for the following reasons:

In case of negligence or misconduct by the Employee;

In case the Company feels that the Employee is unfit for the role that he/she is appointed for;

In case of non conformity and/or breach of the Employment terms and conditions;

In case of any time during employment, it is found that the Employee has provided details that are untrue, incorrect, fabricated or are obtained by incorrect means.

In case the Employee is found guilty of any dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without prior permission or any other conduct considered detrimental to the Company's interest and policies.

In case of above, the Company shall not be bound to provide any recommendation letter to the Employee.

Termination by convenience

This employment may be terminated without any reasons by the company, by giving one month

notice during the probation period or even after confirmation. However the Company may at its sole discretion waive-off the whole/or part of the notice period and relieve the employee with immediate effect. For the avoidance of doubt in case the Company waives off the notice period and relieves you with immediate effect/ prior to the expiry of notice period, it shall not be liable to pay any amount for the waived off period. Prior to leaving the Company, You will ensure that all your ongoing activities are successfully completed and properly handed over to the satisfaction of your manager/in charge/superior.

Employee - Termination and Notice period

As an employee of the Company, in case you decide to leave our services, you shall be required to serve two months' notice period. This notice period is also applicable to employees who are on probation. In case that an employee is unable to serve the notice period, then he shall upfront pay two months' salary in lieu thereof. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion.

Summary Dismissal

The Company may dismiss the Employee without advance notice and/ or payment in lieu thereof ("Summary Dismissal") and this agreement will terminate immediately, if the Employee:

- Does not perform the duties assigned to the Employee under this Agreement satisfactorily;
- Violate any of the terms of this Agreement;
- Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment.
- Becomes unavailable due to illness (whether physical or mental), unable to properly and effectively perform as provided in this Agreement for a period of 45 days in any consecutive period of 6 months;
- Expressly or by implication repudiate this agreement;
- Act in such a way as to bring to the Company, its clients, its associates, group companies, subsidiaries into dispute;
- Is convicted of a criminal offence;
- Is convicted of or charged with an offence including moral turpitude;

- Is declared bankrupt or insolvent by competent court of law;
- Suspension- Pending consideration by the Company of any of the matters potentially giving rise to a Summary Dismissal, the Employee may be suspended from duty on half pay at the company's discretion for not more than 6 months.

Accept this job offer:

Sign this job offer letter where indicated below, and at the bottom margin of all pages, also mention "ACCEPTED" at the bottom line.

Decline this job offer:

Sign this job offer letter where indicated below. Mention "DECLINED"

Mail all pages of this offer letter back to us by 14-08-2021 . If we do not hear back from you before 14-08-2021 ,we will have to assume that you have declined the offer.

Candidate's signature Accepted/declined

Date:

Place:

For Auriga IT Consulting Pvt. Ltd.



Nisha Saini
Manager - Talent Acquisition

Offer letter ATCS - Arshit Paliwal

Arshit Paliwal <2018pcecsarshit28@poornima.org>
To: Training & Placement Office <tpo@poornima.org>

Tue, Feb 8, 2022 at 12:33 PM

Thank you for showing your interest to pursue internship with ATCS. Kindly consider this email as a confirmation to your application for the Internship. Please find following details:

Time & Date of Joining	10:30 AM 24 th January 2022
Duration of Internship	24 th January 2022 to 30 th June 2022
Contact Person	Ragini Motwani
Stipend	₹ 10,000/- per month
Internship Mode	Virtual

On the date of joining, you will be asked to upload following documents on our HR portal (Beehive). Please be ready with soft copy of following documents on the date of joining, which is 24th Jan at 10:30 AM

1	Education Mark sheets (Secondary, Senior Secondary, Graduation and P.G and certificates if any)
2	PAN card
3	Aadhar Card
4	Passport size professional photo



Ranked 2nd & 3rd
by Rajasthan Technical
University



Dr. Mahesh Bunde
Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director

Poornima College of Engineering
ISIRI, FIICO Institutional Area
Sitapura, JAIPUR


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
1310, P.O. Institutional Area
Sikar, JAIPUR



March 4, 2022

Dear Aryan Bohra,

Sub: Letter of Engagement as Intern

We are pleased to inform you that you have been selected for undergoing Internship in our organization Wipro Limited (Wipro) as Intern under the following terms and conditions:

1. Nature of Engagement

You will be engaged as an **Intern at Wipro.**

2. Duration of training

The duration of **internship** will be 10 to 16 weeks starting from March 10th. During this period, Wipro shall evaluate your performance. Unless Wipro extends the period of internship, in writing, solely at its discretion, your internship shall automatically stand terminated at the expiry of the internship period.

3. Verification Report

Your engagement with Wipro will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and information given at the time of Interview. If any declaration or information furnished to Wipro proves to be false or if you have wilfully suppressed any material information, in such case, you will be liable to removal from training without any notice.

4. Obligations and Responsibilities

- a. During your internship period, Wipro expects you to undergo training in any department / section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for remuneration (part-time or otherwise) or work on advisory capacity or be interested directly or indirectly in any other trade or business (except as share-holder or debenture holder) during the training period without obtaining permission in writing from the appointing authority at Wipro. You will be governed by the service rules / standing orders, policies and regulations as may be promulgated by Wipro from time to time in relation to conduct, discipline and other matters. You will not seek membership of any local or public bodies without first attaining specific permission from the appointing authority at Wipro. You are expected to comply with the policies of Wipro including the Code of Business Conduct and other policies of Wipro as they form an integral part of the terms of your training with Wipro.

Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new Policies may be introduced and notified to employees/trainees from time to time and you will be required to comply with the same. Any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of Wipro and appropriate disciplinary action will be initiated.

- b. During the training period, if you conceive any new or advanced method of improving processes / formulae / systems in relation to the Business or Trade of Wipro, such developments will be fully communicated to Wipro and will be the sole property of Wipro. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your training. This covenant shall endure during your training and beyond the cessation of your training with Wipro.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Peernima College of Engineering
ISIRI, RIIICO Institutional Area
Gulapura, JAIPUR

- c. During the training period and thereafter, you will not pass onto anyone in writing or by word of mouth or otherwise, particulars or details of work, processes, technical know-how, research carried out, security arrangements, administrative and organization matters of confidential or secret nature, which you may come across during your training period or become known to you by virtue of your undergoing training in Wipro or otherwise.
- d. In connection with your internship and during the term of your internship, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

5. Posting

During your training period, you are liable to be transferred or assigned to training in any division / department / establishment or location at which Wipro or its associate companies have their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India, without any increase in stipend. On such posting, you will be governed by the policies, rules and regulations as applicable in that Unit / Branch / Establishment.

6. Travel

You will be required to undertake travel as required by Wipro and you will be paid travel expenses as per Wipro rules.

7. Termination

Notwithstanding any of the clauses of this letter of engagement, Wipro reserves the right in its sole discretion of terminating this agreement during the training period without assigning any reason by giving one week's (7 days) notice or payment of one week's stipend, in lieu of notice.

8. Training Hours and Holidays

As an intern you will be called upon to undergo training during the hours and days as may be fixed by Wipro. Normally all Sundays will be weekly holidays together with all National and Festival Holidays observed by the establishment.

9. After completion / termination of internship

On completion / termination of internship, you will immediately surrender to Wipro all specifications, documents, literature, drawings, records etc. belonging to Wipro or relating to its Businesses and shall not take or retain any copies of the said items.

10. Date of commencement of training

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter of engagement within one week, duly signed by you, in token of your acceptance of the offer and report for training on or before the date of commencement of training. While reporting for training, please bring 3 copies of your latest passport size photographs and two copies each of your certificates and testimonials along with the originals. The original certificates will be returned to you after verification.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

Endorsement:

1. I accept the terms and conditions stipulated in the above letter of engagement.
2. I shall report for internship on



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Peernima College of Engineering
ISIRI, RIIICO Institutional Area
Sitapura, JAIPUR

ANNEXURE I

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

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

- validating my curriculum vitae and retaining records on the same for any future reference/verification;
- processing my application for internship including background verification checks;
- Internship related actions including record keeping, processing training stipend and any action required in the context of my training with Wipro.

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

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

ANNEXURE II

CONFIDENTIALITY & NON-DISCLOSURE AGREEMENT

This non-disclosure agreement ("**Agreement**") is made on this the [] day of [] between

Wipro Limited, a public limited Company incorporated under the Indian Companies Act, 1913, and existing under the Indian Companies Act, 1956, having its registered office at Dodda Kannelli, Sarjapur Road, Bengaluru 560-035.

And

_____[Name of the Intern], S/o / D/o

Residing at _____

(Hereinafter referred to as "**Intern**" which expression shall mean and include his/her representatives in interest, assurers and guarantors).

WHEREAS:

The Intern has expressed his/her desire to be trained with Wipro for a period of _____ ("**Internship Period**");

Wipro has accepted the Intern's application subject to the Intern adhering to and complying with certain covenants governing his or her movement within Wipro premises, conduct, and other tasks whatsoever which they may be allotted from time;

During the term of the internship, the Intern may have access to certain information which may be proprietary and/or of confidential nature ("**Confidential Information**", as more particularly described below).

NOW THEREFORE in consideration of the Agreement herein by the parties hereto and such additional promises and understandings as are hereinafter set forth, the parties agree as follows:

- For purposes of this Agreement, "**Confidential Information**" means, with respect to Wipro, any and all information in written, representational, electronic, verbal or other form that is disclosed to Intern by Wipro or which Intern becomes aware of in the course of the internship, including without limitation, information relating directly or indirectly to the present or potential business, operation or financial condition, pricing, legal cases pertaining Wipro, marketing plans or strategy, volumes, services rendered, customers' and suppliers' names or lists, any customer information, financial or technical or service matters or data of or relating to Wipro and any information identified as being proprietary and/or confidential and any information which might reasonably be presumed to be proprietary or confidential in nature, excluding any such information which (i) is known to the public (through no act or omission of Intern in violation of this Agreement); (ii) was known to Intern prior to its disclosure under this Agreement; or (iii) is required to be disclosed by governmental or judicial process, in which case Intern shall give Wipro prompt written notice, and use reasonable efforts to ensure its confidentiality.

Dr. Mahesh Bundeale
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Director
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Gulapura, JAIPUR

accorded confidential treatment and also to enable Wipro to seek a protective order or other appropriate remedy.

2. Nothing contained hereunder shall be construed as creating, conveying, transferring, granting or conferring by Wipro on Intern any rights, license or authority in or to the Confidential Information.
3. Intern agrees and undertakes that he/she shall not disclose or make available to any person (including the Institute) reproduce or transmit in any manner, or use (directly or indirectly) for his/her own benefit or the benefit of others, any Confidential Information, including without limitation, the use of the Confidential Information in any thesis or report required to be submitted by Intern under any course. Intern undertakes that he/she will not, without prior written consent of Wipro, use any Confidential Information in any of her future projects or presentations for any person, including the institute, nor shall he/she use any of the Confidential Information in his/her resumes or any application for prospective employment.
4. Intern shall use and/or protect the Confidential Information received by him/her with utmost degree of care and diligence.
5. Intern agrees that upon (i) termination/expiry of Internship Period, or (ii) at any time during its currency, or (iii) on Intern ceasing to be an Intern of Wipro, Intern shall promptly deliver to Wipro the Confidential Information and copies thereof in his/her possession or under his/her direct or indirect control, and shall destroy all memoranda, notes and other writings prepared by him/her or his/her subordinates based on the Confidential Information.
6. Intern acknowledges that the Confidential Information coming to his/her knowledge may relate to and/or have implications regarding the future strategies, plans, business activities, methods, processes and or information of Wipro or its affiliated companies which could afford third parties certain competitive and strategic advantage. Intern shall ensure that the use of such Confidential Information by the Intern shall not jeopardize or adversely affect in any manner such future strategies, plans, business activities, methods, processes, information, and/or competitive and strategic advantage of Wipro.
7. Intern acknowledges the quantum of damages and/or losses that Wipro may suffer as a result of the breach of this Agreement by the Intern and therefore, agrees to indemnify and keep indemnified Wipro against all loss or damage, which Wipro may suffer as a result of any such breach.
8. Intern hereby acknowledges and agrees that in the event of a breach or threatened breach by Intern of the provisions of this Agreement, Wipro shall without prejudice to any of its rights under this Agreement or in law have the right to claim damages and shall also be entitled to injunctive relief against such breach or threatened breach by Intern.
9. No failure or delay by Wipro in exercising or enforcing any right, remedy or power hereunder shall operate as a waiver thereof, nor shall any single or partial exercise or enforcement of any right, remedy or power preclude any further exercise or enforcement thereof or the exercise of enforcement of any other right, remedy or power.
10. This Agreement will be governed exclusively by the laws of India and, jurisdiction shall be vested exclusively in the courts at Bengaluru. This Agreement shall not be amended, assigned or transferred by either party without obtaining the written consent of Wipro.
11. The obligations of confidentiality shall survive the expiry or termination of the internship. Nothing in this Agreement is intended to confer any rights/remedies under or by reason of this Agreement on any third party.
12. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken from this Agreement and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement as of the date and year written above.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Peernima College of Engineering
ISIRI, RIIICO Institutional Area
Ghatapada, JAIPUR

☒ Accept☐ Decline**Intern Name:** Aryan Bohra☒ **Signature** Aryan Bohra 4/3/2022 7:09 PM

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

Registered Office:

**Wipro
Limited****T** :+91 (80) 2844 0011Doddakannelli **F** :+91 (80) 2844 0054Sarjapur
Road**E** :info@wipro.comBengaluru
560 035**W** :wipro.com

India

C :L32102KA1945PLC020800

Sensitivity: Internal & Restricted

23161150



✉ hr@celebaltech.com
enterprisesales@celebaltech.com

🌐 www.celebaltech.com

☎ 0141-4700659

📍 India: A-2 7th floor, UDB Corporate Tower,
 J.L.N. Marg, Jaipur

STRICTLY CONFIDENTIAL

Date: 28-Oct-2021
 Name: Atishay Jain
 Location: Jaipur, India
 Country: India

Subject: Letter of Intent ("LOI")

Dear Atishay,

By way of this LOI Celebal Technologies Private Limited ("Company") is pleased to share with you the proposed offer terms.

Proposed Confirmation Date as FTE:	1 st August, 2022
Designation:	Associate
Place of Posting:	Jaipur
CTC:	INR 5,00,000/- (Rupees Five Lakh Only/-)

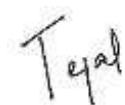
Please refer "Annexure A" for details of the remuneration and other allowances.
 The formal employment letter will be issued on the Date of Joining as per Company's standard process.
 The Date of Joining and Training Date may vary as per the Date of Exams.
 Your appointment to employment will be based on your performance during the internship and training period, *inter alia*.

The following are the key indicators to measure the performance:

- Attendance
- Behavior
- Attitude
- Job Knowledge
- Active Contributor in the Project
- Work Performance
- Learning Ability
- Communication

We look forward to have you as a part of Celebal Tech family.

Best Regards,



Tejal Mangal
Sr. Executive
Human Resources

Acceptance:

The above terms and conditions have been read and understood and the same are hereby accepted as the terms of my employment in the company. I understand that my employment is contingent upon my performance and completion of my graduation and subsequent communication of the same to the Company.

(Signature)

Name: Atishay Jain

Date: Nov 01 2021 17:29 IST

Annexure A

Date of Offer: 1st August 2022

Term Sheet:

Set forth below is the outline of the management compensation, terms and conditions by which the undersigned agree to abide.

The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed in any manner or form, directly or indirectly inside or outside the company without the company's consent.

Date: 28-Oct-2021

Name: Atishay Jain

Company: Celebal Technologies Private Limited

Position: Associate

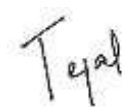
Compensation Scheme:

	(figures in Rs./Yr)
Element	Current
Basic	₹ 2,33,536
HRA	₹ 93,414
PF (12% of Basic-Employee)	₹ 21,600
Fixed/Other Allowance	₹ 96,922
Total Fixed Cash	₹ 4,45,472
PF (12% of Basic-Employer)	₹ 21,600
Total Fixed Compensation	₹ 4,67,072
Other Compensation Benefits	
Health Benefit (Medical)	₹ 2,928
Variable Pay	
Bonus (To be paid Quarterly)	₹ 30,000
Total Cost to Company per month	₹ 41,666
Total Cost to Company per year	₹ 5,00,000

Notes:

Basic	Paid on Monthly basis and is subject to tax, as per applicable law.
HRA	Provided to meet the cost of accommodation and is calculated at 40% of basic. It is paid on monthly basis and is subject to tax.
Other & Fixed Allowance	It is paid on monthly basis. This element has no linkage to any component of compensation and is subject to tax.
Medical	It is a benefit provided by the company. The coverage includes health and accidental insurance. The coverage for accidental insurance is 10L and for health insurance is 4L.
PF	As per the employee P.F. Act 1952, an employer is required to contribute minimum 12% of basic salary to EPF and the equal amount will be deducted as employee contribution from employee's monthly payroll.
Bonus	The objective of quarterly bonus is to incentivize employees to achieve specific pre-determined goals. The performance evaluation will be done on quarterly basis. The first quarter bonus will be pro-rated basis from Date of Joining. This is subject to management discretion and can be revised from time to time. Payout of bonus is completely subjected to tax.

Sincerely,
For Celebal Technologies:



Tejal Mangal
Sr. Executive
Human Resources



✉ hr@celebaltech.com
enterprisesales@celebaltech.com

🌐 www.celebaltech.com

☎ 0141-4700659

📍 India: A-2 7th floor, UDB Corporate Tower,
 J.L.N. Marg, Jaipur

STRICTLY CONFIDENTIAL

Date: 28-Oct-2021
 Name: Ayush Paldecha
 Location: Jaipur, India
 Country: India

Subject: Letter of Intent ("LOI")

Dear Ayush Paldecha,

By way of this LOI Celebal Technologies Private Limited ("Company") is pleased to share with you the proposed offer terms.

Proposed Confirmation Date as FTE:	1 st August, 2022
Designation:	Associate
Place of Posting:	Jaipur
CTC:	INR 5,00,000/- (Rupees Five Lakh Only/-)

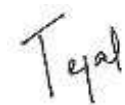
Please refer "Annexure A" for details of the remuneration and other allowances.
 The formal employment letter will be issued on the Date of Joining as per Company's standard process.
 The Date of Joining and Training Date may vary as per the Date of Exams.
 Your appointment to employment will be based on your performance during the internship and training period, *inter alia*.

The following are the key indicators to measure the performance:

- Attendance
- Behavior
- Attitude
- Job Knowledge
- Active Contributor in the Project
- Work Performance
- Learning Ability
- Communication

We look forward to have you as a part of Celebal Tech family.

Best Regards,



Tejal Mangal
Sr. Executive
Human Resources

Acceptance:

The above terms and conditions have been read and understood and the same are hereby accepted as the terms of my employment in the company. I understand that my employment is contingent upon my performance and completion of my graduation and subsequent communication of the same to the Company.

(Signature)

Name: Ayush Paldecha

Date: Nov 01 2021 17:29 IST

Annexure A

Date of Offer: 1st August 2022

Term Sheet:

Set forth below is the outline of the management compensation, terms and conditions by which the undersigned agree to abide.

The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed in any manner or form, directly or indirectly inside or outside the company without the company's consent.

Date: 28-Oct-2021

Name: Ayush Paldecha

Company: Celebal Technologies Private Limited

Position: Associate

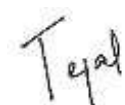
Compensation Scheme:

	(figures in Rs./Yr)
Element	Current
Basic	₹ 2,33,536
HRA	₹ 93,414
PF (12% of Basic-Employee)	₹ 21,600
Fixed/Other Allowance	₹ 96,922
Total Fixed Cash	₹ 4,45,472
PF (12% of Basic-Employer)	₹ 21,600
Total Fixed Compensation	₹ 4,67,072
Other Compensation Benefits	
Health Benefit (Medical)	₹ 2,928
Variable Pay	
Bonus (To be paid Quarterly)	₹ 30,000
Total Cost to Company per month	₹ 41,666
Total Cost to Company per year	₹ 5,00,000

Notes:

Basic	Paid on Monthly basis and is subject to tax, as per applicable law.
HRA	Provided to meet the cost of accommodation and is calculated at 40% of basic. It is paid on monthly basis and is subject to tax.
Other & Fixed Allowance	It is paid on monthly basis. This element has no linkage to any component of compensation and is subject to tax.
Medical	It is a benefit provided by the company. The coverage includes health and accidental insurance. The coverage for accidental insurance is 10L and for health insurance is 4L.
PF	As per the employee P.F. Act 1952, an employer is required to contribute minimum 12% of basic salary to EPF and the equal amount will be deducted as employee contribution from employee's monthly payroll.
Bonus	The objective of quarterly bonus is to incentivize employees to achieve specific pre-determined goals. The performance evaluation will be done on quarterly basis. The first quarter bonus will be pro-rated basis from Date of Joining. This is subject to management discretion and can be revised from time to time. Payout of bonus is completely subjected to tax.

Sincerely,
For Celebal Technologies:



Tejal Mangal
Sr. Executive
Human Resources

Illumine Labs Pvt Ltd

Regd Office

41 BB Ganguly Street

Kolkata - 70012

Subject: Offer Letter

Dear Bhanu,

We are pleased to offer you a position in our organization Illumine Labs Private Ltd as **Software Developer**. This offer takes effect from your date of joining as **20st December 2021** .

You will be working from home until the covid situation stabilises and we are able to open our office at Bengaluru

Cash Compensation

Your Annual Salary is **Rs 3.6 Lacs**.

However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

Working Schedule

This is a full-time position requiring approximately 45 hours per week. You will be working five days per week, nine hours per day. The official office timing is 10am-7pm from Monday to Friday.

Bonus options

You will be eligible for a Standard bonus for each fiscal year of the Company. The bonus (if any) will be awarded at the year end. Your bonus will be equal to Rs 30000/-. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid within 2 months after the close of that fiscal year, but only if you are still employed by the Company at

the time of payment. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

Changes in your compensation or any other benefits that may be available to you are discretionary and will be subject to effective performance and results during the period and other relevant criteria as per the Company rules.

Annual Increments

Annual increments will be based on your all round performance during the year, your professional efficiency, profitability of the Company achieved through your initiatives, expansion of business, integrity, cost-effectiveness, discipline, punctuality, business handling, staff handling, business and staff development etc. However, in case of poor performance the annual increment can be withheld at the sole discretion of the management. Increments are not a matter of right.

Vacation policy

You will be eligible for 19 days of paid vacation leave per year. Paid time off is additional to bank holidays and days that the company does not operate.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Non-Competition; Non-Solicitation.

Non-Compete. The Executive hereby covenants and agrees that during the term of this Agreement, the Executive will not, without the prior written consent of the Company, directly or indirectly, on his own behalf or in the service or on behalf of others, whether or not for compensation, engage in any business activity, or have any interest in any person, firm, corporation or business, through a subsidiary or parent entity or other entity (whether as a shareholder, agent, joint ventures, security holder, trustee, partner, consultant, creditor lending credit or money for the purpose of establishing or operating any such business, partner or otherwise) with any Competing Business in the Covered Area.

Non-Solicitation. The Executive hereby covenants and agrees that during the term of this Agreement, the Executive will not divert any business of the Company or any customers or

suppliers of the Company and/or the Company's business to any other person, entity or competitor, or induce or attempt to induce, directly or indirectly, any person to leave his or her employment with the Company.

Privacy and confidentiality agreements

Privacy Agreement

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

Conflict of Interest Policy

While you are employed at this Company, 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 the Company.

Proprietary Information and Inventions Agreement

All ideas, policies, innovations, inventions, creations etc. implemented and executed by you in the Company shall be privy to any intellectual property right of the Company. You will not discuss, give interviews, write-ups about the Company to press, media, agency etc. without the express permission of the management

Termination conditions

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum 7 working days notice period. The initial probationary period is of 2 months.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy / service agreements that you may have executed, which could have a bearing on your working with us.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

In case of termination / cessation of your employment at any time for any reason whatsoever, you will immediately return back all documents, property etc. of the Company in your possession.

Any disputes arising out of this letter shall be governed by and construed in accordance with the **Kolkata** jurisdiction.

This offer is valid till 18th December 2021, If you do not confirm the acceptance, Illumine Labs Pvt Ltd has the right to withdraw the offer.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission:

1. Original and copies of educational certificates and mark sheets.
2. Original & copy of your passport
3. Two passport size photograph

Your signature at the end of this letter confirms that the conditions of your employment.

Kindly sign and return to us the duplicate copy of this letter and Annexure as your Acceptance.

Wish you all the best

Yours Sincerely,


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-0, FIICO Institutional Area
Sitapura, JAIPUR

For Illumine Labs Pvt Ltd,

Corporate Head

Sourabh Agarwal

.....

NAME :Sourabh Agarwal

Authorized Signatory

.....

NAME : Bhanu Prakash
Sharma

Acceptance Signature

17-08-2021

Private & Confidential
Appointment Contract

Dear Mr. Bharat Chhila ,

It is our pleasure to extend the following offer of employment as an **Associate Software Engineer** to you on behalf of Auriga IT, further to the interview and discussions you had with us.

Your appointment takes effect immediately and you are expected to join us on **4th Oct, 2021**.

Your benefits and professional fee will become applicable from the day of your joining.

I hope that you will have a wonderful time with us. Please find the terms and conditions for your position below:

1. DESIGNATION : Associate Software Engineer
2. COMPENSATION : INR 6 Lacs Per Annum
3. DATE OF JOINING : 4th Oct 2021 at 11 AM (Through virtual onboarding)

Compensation

As an **Associate Software Engineer** your compensation will be **INR 6,00,000 per annum** and there will be periodic reviews of your salary on a performance basis. This compensation will become applicable from the date of your employment confirmation with us. During probation, you will be paid a stipend of INR 15,000.

Your compensation and benefits are subject to change as per Company policy on performance, salary review and such other valid reasons as recognized in law, as the Company may determine from time to time. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at, on the basis of your specific background and professional merit.

Accordingly, kindly maintain this information and any future changes pertaining to the same as strictly personal and confidential and discuss only with the HR department of the Company and not with anyone else.

Bharat

ACCEPTED

Auriga IT Consulting Pvt Ltd

Reg. Add. :111/306, Vijay Path, Mansarovar, Jaipur 302020, Rajasthan

Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U72300BJ2010PTC020719

Contact: **Dr. Mahesh Bunde**
B.E., M.E., Ph.D.

www.auriga.co Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR

Salary Break-up

Please find the Monthly salary break up below -

EARNINGS	MONTHLY	YEARLY
Basic	25,000.00	3,00,000.00
HRA	10,000.00	1,20,000.00
Travel Reimbursement (LTA)	5,000.00	60,000.00
Statutory Bonus	1,750.00	21,000.00
Other Allowance	8,250.00	99,000.00
TOTAL EARNINGS (A)	50,000.00	6,00,000.00
DEDUCTIONS	MONTHLY	YEARLY
Insurance Deduction	333.33	4,000.00
Employee Gratuity contribution	1,202.50	14,430.00
PF Employee	1,800.00	21,600.00
PF - Employer	1,800.00	21,600.00
PF - Other Charges	150.00	1,800.00
TOTAL DEDUCTIONS (B)	5,285.83	63,430.00
TOTAL (A-B)	44,714.17	5,36,570.00

Place of Work

Due to extraordinary pandemic situations prevailing across the globe, currently AurigaIT is providing work from home facility to all its team members but as soon as situations normalises as well as it seems safe to work from office, you will be posted at Jaipur. However, you may be required to relocate immediately or in due course, if the position requires deputation/ relocation to another office of Auriga IT Consulting Pvt. Ltd., or to a Client or a Vendor location, in India or abroad.

Working Days and Hours

(Signature)

ACCEPTED

Auriga IT Consulting Pvt Ltd

Reg. Add. :111/306, Vijay Path, Mansarovar, Jaipur 302020, Rajasthan

Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U72900RJ2012PTC030719

Cor. **Dr. Mahesh Bundeale**

B.E., M.E., Ph.D.

www.auriga.com Director

Poonima College of Engineering

ISI-6, RIIICO Institutional Area

Slapura, JAIPUR

Your working hours are flexible and will depend on the project you are working on. It is essential to complete at least 40 hours of work in a week. Also you would have to abide by all the other office rules and regulations.

Leaves and Holidays

You are eligible for Unlimited Leaves (with the prior written Approval of manager on mail and HR Tool).

Leaves can be availed only on approval from the Manager and that could be for any number of days. A maximum of 10 consecutive working days can be given as Approved Paid Leave, at a time. There will be 15 official yearly holidays which will be published every year.

Probation

You will be on probation for a period of 9 months. The probation period can be extended further if your performance/conduct is not satisfactory, at the sole discretion of the management. You will continue to be on probation until confirmed in writing.

The compensation stated above will be applicable once you clear your probation, before that you are eligible for the amount of INR 15,000 as monthly stipend.

Appraisal

Regular performance reviews will be done to assess your suitability, the appraisal would be conducted periodically and the annual appraisal will be done on or before completion of your one year of joining.

Statutory compliance

Tax Laws – TDS is deducted by the company as per the Indian tax laws. PF Laws - PF is deducted by the company as per PF Act.

ESIC Laws - ESIC is deducted by the company as per ESIC Act.

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ACCEPTED

Company Policies

You agree that as part of your job responsibilities, you will follow the guidelines, standards, rules, policies and practices of the Company prevailing from time to time. You agree that the Company may change any of the Company's guidelines, standards, rules, policies and practices from time to time, and that such changes will apply to your job responsibilities and be binding on you after the effective date of the change. Such changes may affect or result in a modification of the terms and conditions governing your employment which are set out in this or elsewhere, and you shall be bound by such changes as long as they are permitted by law. For the avoidance of doubt, nothing in this agreement shall affect or be construed to prejudice or override any of the Company's obligations imposed by law, and the terms of this Appointment Letter shall be read subject to such legal obligations, and where there is any inconsistency between the terms and such legal obligations, the terms of this Appointment Letter shall be deemed to be modified to the extent of such inconsistency. You warrant that you are under no contractual and/or legal duty or obligation arising from any other contracts you may have entered into which restrains you for whatever reason from being employed by or working for the Company and you agree to indemnify the Company against any loss or damage that the Company may suffer arising out of your breach of the foregoing warranty or out of any other contractual obligations you may have that are inconsistent with or in conflict with your duties and obligations under this Appointment Letter. Kindly note that any action of yours, contrary to any of the above mentioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions of your appointment.

Personal Taxation

Your salary and perquisites are subject to Income Tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the company does not accept any responsibility for its accuracy.

Relocation/Training Clause

If the company provides you with relocation assistance and/or notice pay to acquire you from your existing employer as decided at the time of your appointment, you agree and acknowledge that the

Bhaurat

ACCEPTED

Auriga IT Consulting Pvt Ltd

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Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U72200RJ2510-TC030719

Con: *Dr. Mahesh Bunde*

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
www.aurigait.com Director
Peernima College of Engineering
ISI-6, RILCO Institutional Area
Gulapura, JAIPUR

company will incur heavy expenditure and cost for your joining and you also agree and warrant that you will work for a continuous period of at least 12 months. However, if under any circumstances you leave the company or the company terminates you due to gross negligence on your part before the expiry of a period of 12 months on receiving all or part of your relocation expenses or buy out amount, you shall be bound to repay the company all such expenses and allowances as applicable or otherwise and the company shall also be entitled to deduct any such amount from your last salary, full & final settlement or from other modes of recovery under law.

Non-solicitation of Clients

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to solicit, get employed or carry out any work of the same nature for any client, customer or client's associates of Auriga IT Consulting Pvt. Ltd with which Employee had any contact or dealings whilst employed by Auriga IT Consulting Pvt. Ltd.

Non-solicitation of Employees

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to offer or get any work done from the Auriga IT Consulting Pvt. Ltd. existing employees or ex-employee who resigned in the last 1 year.

Conflict of Interest

While in your active employment in Auriga IT Consulting Pvt. Ltd., you are not allowed to be in active/part-time, advisory, consultant, directorship employment with any other organization.

Bharat

ACCEPTED

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Con. **Dr. Mahesh Bunde**
B.E., M.E., Ph.D.

Director
Peethima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR

Copyright and Other Intellectual Property

1. All work produced for the Company by Employee under this employment offer or otherwise and the right to copyright all other intellectual property in all such work are the sole property of the Company and/or its Clients.
2. Employee agrees that the Company shall have sole and exclusive ownership of Trademarks, Trade names and Intellectual property rights in respect of product / information / material of the Company and/or its Clients.
3. Upon any termination, Employee shall promptly return any or all material supplied by the Company and/or its Clients, in his/her possession when requested during the employment offer or without request on completion of the project. Employees have no right to withhold any of this information.

Confidentiality

You are required to maintain the confidentiality of the data, other company details as entrusted to you and not share it with partners, vendors, suppliers, media etc unless necessary/ legally appropriate. The breach of trust may result in financial penalties, expulsion from the designation, and also legal action if necessary.

Employee's Obligation

The Employee must handle the given work in a professional manner and shall at all times adhere to a professional code of conduct. It shall be the employee's obligation to complete the given work on time and to the best of his/her abilities.

Acceptance of Offer

The Employee accepts the employment with the Company upon the terms and conditions as set out in this Agreement and shall devote all his/her time, energy and ability to the interest of the Company and to perform the duties for the interest of the Company in an efficient, trustworthy, professional and



ACCEPTED

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CIM: U72900RJ2010PTC036719

Contd.  Dr. Mahesh Bunde
B.E., M.E., Ph.D.

www.aurigait.com
Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Sisapura, JAIPUR

workmanlike manner.

Signing and acceptance of this Offer Letter shall be considered as deemed acceptance of the employment from the Employee and hence it will be appropriate to assume that the Employee shall be joining the organisation, subject to the terms and conditions laid down in the subsequent Appointment Letter. An Employee shall hence not be allowed to revoke their acceptance of the Employment post signing of this Offer Letter.

Duties

The Employee shall devote his/her best efforts and time for performing the duties on behalf of the Company. The Employee shall perform services under this Agreement during the working hours as assigned and scheduled by the Company; or more than such working hours if required for performing the roles in special circumstances.

The Employee shall be prompt in reporting to work at the assigned time to the senior designated.

The Employee shall perform all his duties and responsibilities in the best of interest of the Company.

The Employee shall disclose to the Company any prior obligation, relationship or commitment that is in conflict with this Agreement or with prior Company, undertaken by the Employee.

Exclusive employment

The Employee is required to devote the whole of her time, attention and abilities during the hours of work to duties for the Company. The employee may not, under any circumstances, whether directly or indirectly, undertake any other duties, of whatever kind, during the hours of work for the Company.

The Employee, while being employed with the Company, shall not without the prior written consent of the Company (at the sole discretion of the Company and the decision of Company being final) engage, whether directly or indirectly, in any business or employment which is similar or in any way connected or competitive with the business of the Company in which the employee works or any work otherwise which could or might reasonably be considered by others to impair the ability of the employee to act at all times in the best of interest of the Company outside the hours of work for the Company. Any employee in breach of this requirement will be subject to disciplinary procedure and may be dismissed.

Service Agreement

On successful completion of the probationary period, employees would be converted into full time employees and would be entitled to receive compensation as mentioned in the "Salary Breakup".

Bhandari

ACCEPTED

Auriga IT Consulting Pvt Ltd

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Contact: *Dr. Mahesh Bunde*
B.E., M.E., Ph.D.

www.auriga.co.in
Director
Poonima College of Engineering
ISI-6, RIIICO Institutional Area
Ghatapada, JAIPUR

Herein the employee agrees to sign a service agreement of 12 months from the date of confirmation of full time employment. Whereas the employee would not resign from the services before completion of 12 months of full time employment with the organisation. In case of extraordinary situations if an employee tender resignation before completion of 12 months they need to pay 3 months of gross salary to the company. In these situations the company has the right not to provide an experience certificate for the time the employee has been associated with the company.

Trade Secret

The Employee agrees, understands and acknowledges that in terms of performance of his role and duties with the Company and/or its clients the Employee shall be exposed to various information of the Company and/or its clients. For clarity, the Trade Secret shall mean any information or material that is commercially valuable to the Company and/or its clients and not generally known or available in the industry or any third

party. This shall include and is not limited to the following:

1. Any and all versions of the Company's and/or its clients products and services, including source codes, product data and specifications, diagrams, flow-charts, drawings, test results, know-how, processes, inventions, research projects and product development;
2. Technical information concerning the Company's and/or its clients products and services, including product data and specification, source codes, diagrams, flow charts, drawings, test results, knowhow, process, inventions, research projects and project development;
3. Information concerning the Company's and/or its clients business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, suppliers lists and supplier information and advertising strategies;
4. Information concerning the Company's and/or its client's employees, including their salaries, strengths, weaknesses and skills;
5. Information submitted by the Company's customers, suppliers, employees, consultants or co-venturers with the Company for study, evaluation or use; and
6. Any other information not generally known to the public, which, if misused or disclosed could reasonably be, expected to adversely affect the Company's and/or its client's business.

Bharat

ACCEPTED

Auriga IT Consulting Pvt Ltd

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CIM: U72200RJ20172000030719

Cont: *Dr. Mahesh Bunde*
B.E., M.E., Ph.D.
Director

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Peernima College of Engineering
ISI-6, RILCO Institutional Area
Ghatapada, JAIPUR

The Employee agrees and understands to keep such Trade Secret, whether prepared or developed by him or not, in strict confidence. The Employee shall not disclose or use such Trade Secret without prior written consent of the Company and/or its clients. It is further agreed and understood by the Employee that in case there is breach of any such Trade Secret by the Employee to any third party, the Company shall incur irreparable and unliquidated damage and the Company shall have right to initiate legal action against the Employee, including civil as well as criminal proceedings, in addition and without prejudice to demanding a monetary compensation from the Employee.

Confidential information of others: The Employee shall not disclose to the Company, use in the Company's business, or cause the Company to use, any information or material that is a trade secret of others. While performing the duties and roles of this Agreement, the Employee shall not breach any prior obligation undertaken by the Employee prior to the employment by the Company. Also, in case the Employee is in breach of any such prior agreement, the Employee shall indemnify and keep indemnified and hold harmless the Company from any such third party claim or action. The Employee understands that his obligation to maintain the confidentiality and security of the Company's and/or its clients Trade Secret remains with the Employee even after the termination of the employment with the Company and shall continue to remain as long as such material remains a Trade Secret.

Data Protection

The employee consents to the Company holding and processing, both electronically and manually, the data that it collects about them in the course of their employment, for the purposes of the Company's administration and management of its employees and its business and for compliance with the applicable laws, procedures and regulations and to the transfer, storage and processing by the Company. The employee shall not copy/download/create a copy any of projects data/communications at time of exit.

Email and Information Technology System

The Company reserves the right to monitor emails and the use of Information Technology systems including use of the Internet. Personal use is not permitted without the express permission of the Company. Emails composed by the Employee must comply with professional business standards in terms of the content and language.

Bhac...

ACCEPTED

Auriga IT Consulting Pvt Ltd

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Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

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CIM: U72200RJ2016-CC030719

Cont: 9866071905
Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director

www.aurigait.com
Poonima College of Engineering
ISI-6, RIIICO Institutional Area
Ghatapada, JAIPUR

Abandonment

Absence from work for a continuous period of three days (including absence upon leave though applied for but not granted) or when overstayed for a period of five days after expiry of sanctioned leave, may make you lose your lien on the job and your services may automatically come to an end without any notice or intimation.

Termination of employment by abandonment as above explained, shall cause 2 months' salary deduction and/or payment to the Company; as per the prevailing situation. Moreover, no recommendation and experience letter shall be provided, if the 2 months salary has not been paid by the Employee. The discretion to waive such a condition for exceptional circumstances shall be entirely with the Company.

Termination by cause

The Company may terminate the employment of the Employee, with immediate effect, without giving any notice period and without any compensation or benefits, for the following reasons:

In case of negligence or misconduct by the Employee;

In case the Company feels that the Employee is unfit for the role that he/she is appointed for;

In case of non conformity and/or breach of the Employment terms and conditions;

In case of any time during employment, it is found that the Employee has provided details that are untrue, incorrect, fabricated or are obtained by incorrect means.

In case the Employee is found guilty of any dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without prior permission or any other conduct considered detrimental to the Company's interest and policies.

In case of above, the Company shall not be bound to provide any recommendation letter to the Employee.

Termination by convenience

This employment may be terminated without any reasons by the company, by giving one month

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notice during the probation period or even after confirmation. However the Company may at its sole discretion waive-off the whole/or part of the notice period and relieve the employee with immediate effect. For the avoidance of doubt in case the Company waives off the notice period and relieves you with immediate effect/ prior to the expiry of notice period, it shall not be liable to pay any amount for the waived off period. Prior to leaving the Company, You will ensure that all your ongoing activities are successfully completed and properly handed over to the satisfaction of your manager/in charge/superior.

Employee - Termination and Notice period

As an employee of the Company, in case you decide to leave our services, you shall be required to serve two months' notice period. This notice period is also applicable to employees who are on probation. In case that an employee is unable to serve the notice period, then he shall upfront pay two months' salary in lieu thereof. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion.

Summary Dismissal

The Company may dismiss the Employee without advance notice and/ or payment in lieu thereof ("Summary Dismissal") and this agreement will terminate immediately, if the Employee:

- Does not perform the duties assigned to the Employee under this Agreement satisfactorily;
- Violate any of the terms of this Agreement;
- Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment.
- Becomes unavailable due to illness (whether physical or mental), unable to properly and effectively perform as provided in this Agreement for a period of 45 days in any consecutive period of 6 months;
- Expressly or by implication repudiate this agreement;
- Act in such a way as to bring to the Company, its clients, its associates, group companies, subsidiaries into dispute;
- Is convicted of a criminal offence;
- Is convicted of or charged with an offence including moral turpitude;

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Contd. **Dr. Mahesh Bunde**
B.E., M.E., Ph.D.

www.auriga.co Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Sitapura, JAIPUR

- Is declared bankrupt or insolvent by competent court of law;
- Suspension- Pending consideration by the Company of any of the matters potentially giving rise to a Summary Dismissal, the Employee may be suspended from duty on half pay at the company's discretion for not more than 6 months.

Accept this job offer:

Sign this job offer letter where indicated below, and at the bottom margin of all pages, also mention "ACCEPTED" at the bottom line.

Decline this job offer:

Sign this job offer letter where indicated below. Mention "DECLINED"

Mail all pages of this offer letter back to us by 19-08-2021 . If we do not hear back from you before 19-08-2021 ,we will have to assume that you have declined the offer.

Chaudhary

ACCEPTED

Candidate's signature Accepted/declined

Date: 18/8/21

Place: Jaipur

For Auriga IT Consulting Pvt. Ltd.

Nisha Saini

Nisha Saini

Manager - Talent Acquisition



✉ hr@celebaltech.com
enterprisesales@celebaltech.com

🌐 www.celebaltech.com

☎ 0141-4700659

📍 India: A-2 7th floor, UDB Corporate Tower,
 J.L.N. Marg, Jaipur

STRICTLY CONFIDENTIAL

Date: 28-Oct-2021
 Name: Bhavika Chauhan
 Location: Jaipur, India
 Country: India

Subject: Letter of Intent ("LOI")

Dear Bhavika Chauhan,

By way of this LOI Celebal Technologies Private Limited ("Company") is pleased to share with you the proposed offer terms.

Proposed Confirmation Date as FTE:	1 st August, 2022
Designation:	Associate
Place of Posting:	Jaipur
CTC:	INR 5,00,000/- (Rupees Five Lakh Only/-)

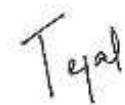
Please refer "Annexure A" for details of the remuneration and other allowances.
 The formal employment letter will be issued on the Date of Joining as per Company's standard process.
 The Date of Joining and Training Date may vary as per the Date of Exams.
 Your appointment to employment will be based on your performance during the internship and training period, *inter alia*.

The following are the key indicators to measure the performance:

- Attendance
- Behavior
- Attitude
- Job Knowledge
- Active Contributor in the Project
- Work Performance
- Learning Ability
- Communication

We look forward to have you as a part of Celebal Tech family.

Best Regards,



Tejal Mangal
Sr. Executive
Human Resources

Acceptance:

The above terms and conditions have been read and understood and the same are hereby accepted as the terms of my employment in the company. I understand that my employment is contingent upon my performance and completion of my graduation and subsequent communication of the same to the Company.

(Signature)

Name: Bhavika Chauhan

Date: Nov 01 2021 17:29 IST

Annexure A

Date of Offer: 1st August 2022

Term Sheet:

Set forth below is the outline of the management compensation, terms and conditions by which the undersigned agree to abide.

The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed in any manner or form, directly or indirectly inside or outside the company without the company's consent.

Date: 28-Oct-2021

Name: Bhavika Chauhan

Company: Celebal Technologies Private Limited

Position: Associate

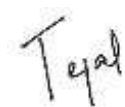
Compensation Scheme:

	(figures in Rs./Yr)
Element	Current
Basic	₹ 2,33,536
HRA	₹ 93,414
PF (12% of Basic-Employee)	₹ 21,600
Fixed/Other Allowance	₹ 96,922
Total Fixed Cash	₹ 4,45,472
PF (12% of Basic-Employer)	₹ 21,600
Total Fixed Compensation	₹ 4,67,072
Other Compensation Benefits	
Health Benefit (Medical)	₹ 2,928
Variable Pay	
Bonus (To be paid Quarterly)	₹ 30,000
Total Cost to Company per month	₹ 41,666
Total Cost to Company per year	₹ 5,00,000

Notes:

Basic	Paid on Monthly basis and is subject to tax, as per applicable law.
HRA	Provided to meet the cost of accommodation and is calculated at 40% of basic. It is paid on monthly basis and is subject to tax.
Other & Fixed Allowance	It is paid on monthly basis. This element has no linkage to any component of compensation and is subject to tax.
Medical	It is a benefit provided by the company. The coverage includes health and accidental insurance. The coverage for accidental insurance is 10L and for health insurance is 4L.
PF	As per the employee P.F. Act 1952, an employer is required to contribute minimum 12% of basic salary to EPF and the equal amount will be deducted as employee contribution from employee's monthly payroll.
Bonus	The objective of quarterly bonus is to incentivize employees to achieve specific pre-determined goals. The performance evaluation will be done on quarterly basis. The first quarter bonus will be pro-rated basis from Date of Joining. This is subject to management discretion and can be revised from time to time. Payout of bonus is completely subjected to tax.

Sincerely,
For Celebal Technologies:



Tejal Mangal
Sr. Executive
Human Resources



Letter of Intent (LOI)

Superset ID: 1114774

November 02, 2021

Dear Brajesh Sharma,

This LOI refers to your application for employment with Cognizant Technology Solutions India Private Limited ("**Cognizant**") and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied and your designation will be **Programmer Analyst Trainee**. Upon final scrutiny, a formal Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Employment Agreement") will be issued.

Your annual total remuneration will be **INR 401,988/-**. This includes an annual incentive target of **INR 22,500/-**. This amount may vary depending on individual and Cognizant's performance. You are also eligible for an One-time Skill Bonus* of **INR 25,000/-**. The detailed information on compensation and benefits will be provided in your Offer Letter.

***One-time Skill Bonus** will be based on the technical competency demonstrated thru skill based assessment, Interview and GenC Training post joining/Internship.

This LOI expresses only our intent to enter into a definitive Employment Agreement, subject to completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Cognizant, and as such does not constitute any contractually binding relationship between you and Cognizant.

This LOI from Cognizant is valid for 3 weeks from the date of the LOI. Hence, you are requested to accept or decline the LOI within 3 weeks from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of Cognizant. Please note that this LOI is not deemed to be considered for purposes of joining Cognizant. For all onboarding formalities, the definitive Employment Agreement is required.

For further queries, related to Letter of Intent (LOI), please raise a request by clicking "Raise a Query" button in the below link.

Use Superset ID as Candidate ID and choose Category as Letter of Intent (LOI).

<https://campus2cognizant.cognizant.com/Pages/Prelogin>

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **Cognizant Technology Solutions India Pvt. Ltd.**

Maya Sreekumar

Vice President - Human Resources


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR

17-08-2021

Private & Confidential

Appointment Contract

Dear Ms. Bulbul Rathore ,

It is our pleasure to extend the following offer of employment as an **Associate Software Engineer** to you on behalf of Auriga IT, further to the interview and discussions you had with us.

Your appointment takes effect immediately and you are expected to join us on **4th Oct, 2021**.

Your benefits and professional fee will become applicable from the day of your joining.

I hope that you will have a wonderful time with us. Please find the terms and conditions for your position below:

1. DESIGNATION : Associate Software Engineer
2. COMPENSATION : INR 6 Lacs Per Annum
3. DATE OF JOINING : 4th Oct 2021 at 11 AM (Through virtual onboarding)

Compensation

As an **Associate Software Engineer** your compensation will be **INR 6,00,000 per annum** and there will be periodic reviews of your salary on a performance basis. This compensation will become applicable from the date of your employment confirmation with us. During probation, you will be paid a stipend of INR 15,000.

Your compensation and benefits are subject to change as per Company policy on performance, salary review and such other valid reasons as recognized in law, as the Company may determine from time to time. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at, on the basis of your specific background and professional merit.

Accordingly, kindly maintain this information and any future changes pertaining to the same as strictly personal and confidential and discuss only with the HR department of the Company and not with anyone else.

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Bulbul
ACCEPTED

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ISO 9001:2015 Institutional Area
Sitapura, JAIPUR

Salary Break-up

Please find the Monthly salary break up below -

EARNINGS	MONTHLY	YEARLY
Basic	25,000.00	3,00,000.00
HRA	10,000.00	1,20,000.00
Travel Reimbursement (LTA)	5,000.00	60,000.00
Statutory Bonus	1,750.00	21,000.00
Other Allowance	8,250.00	99,000.00
TOTAL EARNINGS (A)	50,000.00	6,00,000.00
DEDUCTIONS	MONTHLY	YEARLY
Insurance Deduction	333.33	4,000.00
Employee Gratuity contribution	1,202.50	14,430.00
PF Employee	1,800.00	21,600.00
PF - Employer	1,800.00	21,600.00
PF - Other Charges	150.00	1,800.00
TOTAL DEDUCTIONS (B)	5,285.83	63,430.00
TOTAL (A-B)	44,714.17	5,36,570.00

Place of Work

Due to extraordinary pandemic situations prevailing across the globe, currently AurigaIT is providing work from home facility to all its team members but as soon as situations normalises as well as it seems safe to work from office, you will be posted at Jaipur. However, you may be required to relocate immediately or in due course, if the position requires deputation/ relocation to another office of Auriga IT Consulting Pvt. Ltd., or to a Client or a Vendor location, in India or abroad.

Working Days and Hours

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Your working hours are flexible and will depend on the project you are working on. It is essential to complete at least 40 hours of work in a week. Also you would have to abide by all the other office rules and regulations.

Leaves and Holidays

You are eligible for Unlimited Leaves (with the prior written Approval of manager on mail and HR Tool).

Leaves can be availed only on approval from the Manager and that could be for any number of days. A maximum of 10 consecutive working days can be given as Approved Paid Leave, at a time. There will be 15 official yearly holidays which will be published every year.

Probation

You will be on probation for a period of 9 months. The probation period can be extended further if your performance/conduct is not satisfactory, at the sole discretion of the management. You will continue to be on probation until confirmed in writing.

The compensation stated above will be applicable once you clear your probation, before that you are eligible for the amount of INR 15,000 as monthly stipend.

Appraisal

Regular performance reviews will be done to assess your suitability, the appraisal would be conducted periodically and the annual appraisal will be done on or before completion of your one year of joining.

Statutory compliance

Tax Laws – TDS is deducted by the company as per the Indian tax laws. PF Laws - PF is deducted by the company as per PF Act.

ESIC Laws - ESIC is deducted by the company as per ESIC Act.

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Company Policies

You agree that as part of your job responsibilities, you will follow the guidelines, standards, rules, policies and practices of the Company prevailing from time to time. You agree that the Company may change any of the Company's guidelines, standards, rules, policies and practices from time to time, and that such changes will apply to your job responsibilities and be binding on you after the effective date of the change. Such changes may affect or result in a modification of the terms and conditions governing your employment which are set out in this or elsewhere, and you shall be bound by such changes as long as they are permitted by law. For the avoidance of doubt, nothing in this agreement shall affect or be construed to prejudice or override any of the Company's obligations imposed by law, and the terms of this Appointment Letter shall be read subject to such legal obligations, and where there is any inconsistency between the terms and such legal obligations, the terms of this Appointment Letter shall be deemed to be modified to the extent of such inconsistency. You warrant that you are under no contractual and/or legal duty or obligation arising from any other contracts you may have entered into which restrains you for whatever reason from being employed by or working for the Company and you agree to indemnify the Company against any loss or damage that the Company may suffer arising out of your breach of the foregoing warranty or out of any other contractual obligations you may have that are inconsistent with or in conflict with your duties and obligations under this Appointment Letter. Kindly note that any action of yours, contrary to any of the above mentioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions of your appointment.

Personal Taxation

Your salary and perquisites are subject to Income Tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the company does not accept any responsibility for its accuracy.

Relocation/Training Clause

If the company provides you with relocation assistance and/or notice pay to acquire you from your existing employer as decided at the time of your appointment, you agree and acknowledge that the

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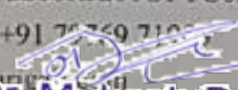
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ISO 9001:2015 Institutional Area
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company will incur heavy expenditure and cost for your joining and you also agree and warrant that you will work for a continuous period of at least 12 months. However, if under any circumstances you leave the company or the company terminates you due to gross negligence on your part before the expiry of a period of 12 months on receiving all or part of your relocation expenses or buy out amount, you shall be bound to repay the company all such expenses and allowances as applicable or otherwise and the company shall also be entitled to deduct any such amount from your last salary, full & final settlement or from other modes of recovery under law.

Non-solicitation of Clients

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to solicit, get employed or carry out any work of the same nature for any client, customer or client's associates of Auriga IT Consulting Pvt. Ltd with which Employee had any contact or dealings whilst employed by Auriga IT Consulting Pvt. Ltd.

Non-solicitation of Employees

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to offer or get any work done from the Auriga IT Consulting Pvt. Ltd. existing employees or ex-employee who resigned in the last 1 year.

Conflict of Interest

While in your active employment in Auriga IT Consulting Pvt. Ltd., you are not allowed to be in active/part-time, advisory, consultant, directorship employment with any other organization.

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Sitapura, JAIPUR

Copyright and Other Intellectual Property

1. All work produced for the Company by Employee under this employment offer or otherwise and the right to copyright all other intellectual property in all such work are the sole property of the Company and/or its Clients.
2. Employee agrees that the Company shall have sole and exclusive ownership of Trademarks, Trade names and Intellectual property rights in respect of product / information / material of the Company and/or its Clients.
3. Upon any termination, Employee shall promptly return any or all material supplied by the Company and/or its Clients, in his/her possession when requested during the employment offer or without request on completion of the project. Employees have no right to withhold any of this information.

Confidentiality

You are required to maintain the confidentiality of the data, other company details as entrusted to you and not share it with partners, vendors, suppliers, media etc unless necessary/ legally appropriate. The breach of trust may result in financial penalties, expulsion from the designation, and also legal action if necessary.

Employee's Obligation

The Employee must handle the given work in a professional manner and shall at all times adhere to a professional code of conduct. It shall be the employee's obligation to complete the given work on time and to the best of his/her abilities.

Acceptance of Offer

The Employee accepts the employment with the Company upon the terms and conditions as set out in this Agreement and shall devote all his/her time, energy and ability to the interest of the Company and to perform the duties for the interest of the Company in an efficient, trustworthy, professional and

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workmanlike manner.

Signing and acceptance of this Offer Letter shall be considered as deemed acceptance of the employment from the Employee and hence it will be appropriate to assume that the Employee shall be joining the organisation, subject to the terms and conditions laid down in the subsequent Appointment Letter. An Employee shall hence not be allowed to revoke their acceptance of the Employment post signing of this Offer Letter.

Duties

The Employee shall devote his/her best efforts and time for performing the duties on behalf of the Company. The Employee shall perform services under this Agreement during the working hours as assigned and scheduled by the Company; or more than such working hours if required for performing the roles in special circumstances.

The Employee shall be prompt in reporting to work at the assigned time to the senior designated.

The Employee shall perform all his duties and responsibilities in the best of interest of the Company.

The Employee shall disclose to the Company any prior obligation, relationship or commitment that is in conflict with this Agreement or with prior Company, undertaken by the Employee.

Exclusive employment

The Employee is required to devote the whole of her time, attention and abilities during the hours of work to duties for the Company. The employee may not, under any circumstances, whether directly or indirectly, undertake any other duties, of whatever kind, during the hours of work for the Company.

The Employee, while being employed with the Company, shall not without the prior written consent of the Company (at the sole discretion of the Company and the decision of Company being final) engage, whether directly or indirectly, in any business or employment which is similar or in any way connected or competitive with the business of the Company in which the employee works or any work otherwise which could or might reasonably be considered by others to impair the ability of the employee to act at all times in the best of interest of the Company outside the hours of work for the Company. Any employee in breach of this requirement will be subject to disciplinary procedure and may be dismissed.

Service Agreement

On successful completion of the probationary period, employees would be converted into full time employees and would be entitled to receive compensation as mentioned in the "Salary Breakup".

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Dr. Mahesh Bunde
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Sitapura, JAIPUR

Herein the employee agrees to sign a service agreement of 12 months from the date of confirmation of full time employment. Whereas the employee would not resign from the services before completion of 12 months of full time employment with the organisation. In case of extraordinary situations if an employee tender resignation before completion of 12 months they need to pay 3 months of gross salary to the company. In these situations the company has the right not to provide an experience certificate for the time the employee has been associated with the company.

Trade Secret

The Employee agrees, understands and acknowledges that in terms of performance of his role and duties with the Company and/or its clients the Employee shall be exposed to various information of the Company and/or its clients. For clarity, the Trade Secret shall mean any information or material that is commercially valuable to the Company and/or its clients and not generally known or available in the industry or any third

party. This shall include and is not limited to the following:

1. Any and all versions of the Company's and/or its clients products and services, including source codes, product data and specifications, diagrams, flow-charts, drawings, test results, know-how, processes, inventions, research projects and product development;
2. Technical information concerning the Company's and/or its clients products and services, including product data and specification, source codes, diagrams, flow charts, drawings, test results, knowhow, process, inventions, research projects and project development;
3. Information concerning the Company's and/or its clients business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, suppliers lists and supplier information and advertising strategies;
4. Information concerning the Company's and/or its client's employees, including their salaries, strengths, weaknesses and skills;
5. Information submitted by the Company's customers, suppliers, employees, consultants or co-venturers with the Company for study, evaluation or use; and
6. Any other information not generally known to the public, which, if misused or disclosed could reasonably be, expected to adversely affect the Company's and/or its client's business.

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Slapura, JAIPUR

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ACCEPTED

The Employee agrees and understands to keep such Trade Secret, whether prepared or developed by him or not, in strict confidence. The Employee shall not disclose or use such Trade Secret without prior written consent of the Company and/or its clients. It is further agreed and understood by the Employee that in case there is breach of any such Trade Secret by the Employee to any third party, the Company shall incur irreparable and unliquidated damage and the Company shall have right to initiate legal action against the Employee, including civil as well as criminal proceedings, in addition and without prejudice to demanding a monetary compensation from the Employee.

Confidential information of others: The Employee shall not disclose to the Company, use in the Company's business, or cause the Company to use, any information or material that is a trade secret of others. While performing the duties and roles of this Agreement, the Employee shall not breach any prior obligation undertaken by the Employee prior to the employment by the Company. Also, in case the Employee is in breach of any such prior agreement, the Employee shall indemnify and keep indemnified and hold harmless the Company from any such third party claim or action. The Employee understands that his obligation to maintain the confidentiality and security of the Company's and/or its clients Trade Secret remains with the Employee even after the termination of the employment with the Company and shall continue to remain as long as such material remains a Trade Secret.

Data Protection

The employee consents to the Company holding and processing, both electronically and manually, the data that it collects about them in the course of their employment, for the purposes of the Company's administration and management of its employees and its business and for compliance with the applicable laws, procedures and regulations and to the transfer, storage and processing by the Company. The employee shall not copy/download/create a copy any of projects data/communications at time of exit.

Email and Information Technology System

The Company reserves the right to monitor emails and the use of Information Technology systems including use of the Internet. Personal use is not permitted without the express permission of the Company. Emails composed by the Employee must comply with professional business standards in terms of the content and language.

Auriga IT Consulting Pvt Ltd

Reg. Add.: 111/306, Vijay Path, Mansarovar, Jaipur 302020, Rajasthan

Branch Add.: 4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U72200RJ2010PTC030719

Contact: +91 79729 71906

www.auriga.co.in

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director

Poomma College of Engineering
ISI-6, RILCO Institutional Area
Sitapura, JAIPUR

Bundel
ACCEPTED

Abandonment

Absence from work for a continuous period of three days (including absence upon leave though applied for but not granted) or when overstayed for a period of five days after expiry of sanctioned leave, may make you lose your lien on the job and your services may automatically come to an end without any notice or intimation.

Termination of employment by abandonment as above explained, shall cause 2 months' salary deduction and/or payment to the Company; as per the prevailing situation. Moreover, no recommendation and experience letter shall be provided, if the 2 months salary has not been paid by the Employee. The discretion to waive such a condition for exceptional circumstances shall be entirely with the Company.

Termination by cause

The Company may terminate the employment of the Employee, with immediate effect, without giving any notice period and without any compensation or benefits, for the following reasons:

In case of negligence or misconduct by the Employee;

In case the Company feels that the Employee is unfit for the role that he/she is appointed for;

In case of non conformity and/or breach of the Employment terms and conditions;

In case of any time during employment, it is found that the Employee has provided details that are untrue, incorrect, fabricated or are obtained by incorrect means.

In case the Employee is found guilty of any dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without prior permission or any other conduct considered detrimental to the Company's interest and policies.

In case of above, the Company shall not be bound to provide any recommendation letter to the Employee.

Termination by convenience

This employment may be terminated without any reasons by the company, by giving one month

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director

Poomma College of Engineering
ISI-6, PUCO Institutional Area
Sitapura, JAIPUR

notice during the probation period or even after confirmation. However the Company may at its sole discretion waive-off the whole/or part of the notice period and relieve the employee with immediate effect. For the avoidance of doubt in case the Company waives off the notice period and relieves you with immediate effect/ prior to the expiry of notice period, it shall not be liable to pay any amount for the waived off period. Prior to leaving the Company, You will ensure that all your ongoing activities are successfully completed and properly handed over to the satisfaction of your manager/in charge/superior.

Employee - Termination and Notice period

As an employee of the Company, in case you decide to leave our services, you shall be required to serve two months' notice period. This notice period is also applicable to employees who are on probation. In case that an employee is unable to serve the notice period, then he shall upfront pay two months' salary in lieu thereof. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion.

Summary Dismissal

The Company may dismiss the Employee without advance notice and/ or payment in lieu thereof ("Summary Dismissal") and this agreement will terminate immediately, if the Employee:

- Does not perform the duties assigned to the Employee under this Agreement satisfactorily;
- Violate any of the terms of this Agreement;
- Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment.
- Becomes unavailable due to illness (whether physical or mental), unable to properly and effectively perform as provided in this Agreement for a period of 45 days in any consecutive period of 6 months;
- Expressly or by implication repudiate this agreement;
- Act in such a way as to bring to the Company, its clients, its associates, group companies, subsidiaries into dispute;
- Is convicted of a criminal offence;
- Is convicted of or charged with an offence including moral turpitude;

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Bulbul

ACCEPTED

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director

Poomima College of Engineering
ISO 9001:2015 Certified
Sitapura, JAIPUR

- Is declared bankrupt or insolvent by competent court of law;
- Suspension- Pending consideration by the Company of any of the matters potentially giving rise to a Summary Dismissal, the Employee may be suspended from duty on half pay at the company's discretion for not more than 6 months.

Accept this job offer:

Sign this job offer letter where indicated below, and at the bottom margin of all pages, also mention "ACCEPTED" at the bottom line.

Decline this job offer:

Sign this job offer letter where indicated below. Mention "DECLINED"

Mail all pages of this offer letter back to us by 18-08-2021 . If we do not hear back from you before 18-08-2021 ,we will have to assume that you have declined the offer.

Bulbul ACCEPTED

Candidate's signature Accepted/declined

Date: 18 August 2021

Place: JAIPUR

For Auriga IT Consulting Pvt. Ltd.

Nisha Saini

Nisha Saini
Manager - Talent Acquisition

2-Sep-2021

To,

Chandresh Singh

Email: chandreshsingh23@gmail.com

Contact: +91- 9571215827

Subject: Appointment Letter

With reference to the interview, we had with you, we are pleased to inform you that you have been selected in our company for the position of **Software Developer-I**.

Your appointment takes effect immediately and you are expected to join us on **4th October, 2021**.

ANNEXURE-I

1. You will be on a training period till the completion of your degree and will be termed as a “**Software Trainee**” during this tenure.
2. The stipend during the training period will be calculated on the basis of **INR 15,000 per month**.
3. After successful completion of your training, you will be employed as a permanent employee at Axestrack and your CTC will be **Rs 5 LPA**.
4. The placement of the appointment will be at **Jaipur**, India and you will be required to work from office full-time unless specified otherwise.
5. Our office timings are from 9:30 a.m. to 6:30 p.m. Monday to Saturday [2nd and 4th Saturdays are off].
6. You will be eligible for 2 leaves in a Month.
7. During the period of your association, Axestrack Software Solutions Pvt Ltd (Axestrack) shall respect you for honesty, faithfulness, diligence and efficiency, which shall lead to the growth of the company and in turn of all its employees.
8. You are requested to deal with all company's properties like Software development material, documents and business data with honesty and best of professional ethics
9. It is informed to you that all the **INTELLECTUAL PROPERTY RIGHTS** related to every aspect of all material developed as stated above as part of your contribution and stay at Axestrack, lie fully with Axestrack and Axestrack has all rights to use as is or expand the scope and make commercial activities out of the said deliverable.

AXESTRACK SOFTWARE SOLUTIONS PVT.LTD.

Jaipur Office: 310, Sri Gopal Nagar, Gopalpura Bypass,

Jaipur-302018

Phone: 0141-6500403

E-mail- accounts@axestrack.com



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-0, FIICO Institutional Area
Sitapura, JAIPUR

10. Upon leaving the services of company for whatsoever reason you will return to the company all tools, papers, software code, documents and any other articles and / or copies there of belonging to the company which may at that time be in your possession.
11. You are expected not to share with, or disclose to, any outsider or to anyone who is not concerned, your salary, official confidential information like scope of the project and its requirements, platforms of development, customer details, algorithms etc. design related issues, components supplied by customers like: documents, study material, test beds etc, and all other confidential information as signed by Axestrack with all its customers relating to your projects(s) or the projects Axestrack is involved into which you are accessible or possessing.
12. This offer expires within 5 days from the date of issue of this letter, if we receive no communication from you.
13. A detailed appointment letter will be issued to you after completion of your training period with Axestrack.

For Axestrack Software Solutions Pvt Ltd



Sakshi Bhatt
Senior Manager- Human Resource

ACCEPTANCE: I have carefully read and understood the terms and conditions of my employment outlined in the Appointment letter and the Annexure to it.

I agree to abide by the terms and condition and affix my signature hereto to signify my acceptance.

Name & Signature:

Chandresh Singh

AXESTRACK SOFTWARE SOLUTIONS PVT.LTD.

Jaipur Office: 310, Sri Gopal Nagar, Gopalpura Bypass,

Jaipur-302018

Phone: 0141-6500403

E-mail- accounts@axestrack.com



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-0, RICO Institutional Area
Sitapura, JAIPUR

ANNEXURE – II

Name:	Chandresh Singh	Location:	Jaipur
Designation:	Software Developer - I	DOJ	4-Oct-21
<u>Actual (Rs.)</u>		<u>Deductions (Rs.)</u>	
Basic	312000	P.F (Employee)	21600
Performance Allowances	31200	PF (Employer)	23400
HRA	78000		
Conv. All.	15600		
Medical All.	15600		
Washing All.	4200		
Employer Contribution to PF	23400		
Assured Annual Bonus [To be paid annually]	20000		
GROSS (Rs.)	500000	Total Deduct. (Rs.)	45000
Net Salary Payable:		INR	455,000.00

For Axestrack Software Solutions Pvt. Ltd



Sakshi Bhatt
Sr. Manager- Human Resource

ACCEPTANCE: I have carefully read and understood the terms and conditions of my employment outlined in the Appointment letter and the Annexure to it. I agree to abide by the terms and condition and affix my signature hereto to signify my acceptance.

Name: Chandresh Singh
Signature:

AXESTRACK SOFTWARE SOLUTIONS PVT.LTD.

Jaipur Office: 310, Sri Gopal Nagar, Gopalpura Bypass,

Jaipur-302018

Phone: 0141-6500403

E-mail- accounts@axestrack.com



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-0, RICO Institutional Area
Sitapura, JAIPUR

HRD/FINALSEMTRG/2022/1003644392



February 1, 2022

Deepak Kumar.

Dear Deepak

This is in reference to the Internship Program ('**Program**' hereinafter) offered to you by Infosys Limited ('**Infosys**' hereinafter), a corporation incorporated and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India, in accordance with the terms of the Internship Agreement executed between you and Infosys on [date]. The details of the Program are as follows:

1. Program Date : **February 7, 2022**
2. Duration of the program : **13 Weeks**
3. Mode of Internship : **Online or at the Company's premises at Mysore**

Infosys at its sole discretion permits you to work remotely during the Program, till further notice. The Company does not expect you to work from office for the foreseeable future. You may continue to work remotely unless there are business requirements, including changes in the applicable law, in which case, you will be provided 30 (Thirty) calendar days' notice to return to office. As such, should you be asked to return to work, you agree that it will not be considered a modification to your working conditions.

You will be entitled to get a **Stipend of Rs. 10,000/- (Rupees Ten Thousand Only) per month** during the Program. You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Intern's obligations as per the Internship Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys's confidential and proprietary information. Infosys disclaims all liability and responsibility for acts and/or omissions by you that are in violation of any of the applicable laws, governmental orders, guidelines, rules, ordinances, or regulations that are in force at the applicable time

Please note that the Internship Agreement may be terminated by Infosys in accordance with Clause 6 of the Internship Agreement.

Please sign this letter, the Internship Agreement and the undertakings, attached herewith and send across a scanned copy of the same to Infosys_LPCampus@infosys.com before 07th February 2022. You are also required to send the signed hard copy of this letter, the Internship Agreement, and the attached undertakings to Infosys's office at Electronics City, Hosur Road, Bangalore 560 100, India before 14th February 2022

You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,
Yours sincerely,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

Dear Deepak ,

We would like to ensure that you are updated on a few things in order to ensure that your Internship Program with Infosys is productive and enjoyable.

You will be required to login to WebEx on the day of your joining. The details of WebEx meeting will be shared with you shortly over e-mail.

You are required to work from Monday through Friday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on an assigned project topic and submit a copy of your project report to your Project Mentor.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct as has been specified to me in the Internship Agreement. I acknowledge and agree that Infosys has no liability and responsibility for all acts and/or omissions by me that are in violation of any of the applicable laws, governmental orders, guidelines, rules, ordinances, or regulations that are in force during the period of the Program.

Signature :

Name :

Date :

INTERNSHIP AGREEMENT

This Agreement is made as of _____ (“**Effective Date**” hereinafter) between Infosys Limited, a corporation incorporated and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“**Infosys**”/**Company** hereinafter) represented by [*name of person, designation*]

AND

_____ (“**Intern**” hereinafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Intern is desirous of interning with Infosys and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereinafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Intern is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereinafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. DEFINITIONS:

- 1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.
- 1.2 “Agreement” shall mean this Internship Agreement which has been executed by and between Infosys and the Intern.

- 1.3 “College Authorities” shall mean and include the Principal and/or Registrar and/or any other designated personnel of _____ (“College” hereinafter) who are authorized to issue permission(s) to the Intern to participate in the Program.
- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Intern as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Intern gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Employee Handbook” shall mean the Employee Handbook, which is applicable to all the employees of Infosys.
- 1.6 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.7 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Employee Handbook of Infosys.
- 1.8 “Project” shall mean the mandatory final semester College project work as part of his/her curriculum in his/her College.
- 1.9 “Program” shall include the meaning ascribed to it in Clause 2.

2. PROGRAM:

- 2.1 The Program would commence from **February 7, 2022**
- 2.2 The Program would be conducted online or at the Infosys premises at Mysore and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Intern would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Intern to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Intern to undergo the entry level training program.

- 2.6 The Program will require the Intern to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Intern would be an amount of INR 25,000/- (Rupees Twenty-Five Thousand only).
- 3.2 The Intern agrees that he/she shall be liable to pay Infosys the Fees and all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of
- 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Intern, if so extended by Infosys; or
- 3.2.2 The Intern has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Intern is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Intern's Project, Infosys shall allow the Intern extensive use of the facilities which were ordinarily available to the Intern during the Program.

5. INTERN'S OBLIGATIONS

- 5.1 The Intern, during the course of the Program needs to be present in the territory of India.
- 5.2 The Intern, during the course of the Program, would have to follow certain rules and regulations and certain company policies of Infosys that would normally be applicable to any other employee of Infosys, including but not limited to the Code of Conduct and Ethics and any other policies and agreements pertaining to confidentiality and intellectual property rights protection.
- 5.3 The Intern shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.4 The Intern shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.5 The Intern shall not commit any act(s) of Misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.

- 5.6 The Intern shall not disclose any Confidential Information to any party without the prior written approval of Infosys. Notwithstanding the above, the obligations of this Clause will remain inoperative as against you if the Confidential Information is (i) known to the public, through no act or failure to act on your part; (ii) authorized for dissemination to others by the Company without restrictions on disclosure; (iii) legitimately received from a third party without restrictions on disclosure in favor of the Company; (iv) generally made available to third parties by the Company without restrictions on disclosure, or (v) required to be disclosed by law or court order, provided that you will take reasonable steps to give the Company sufficient prior written notice and opportunity to contest such request, requirement or orders. If you have any questions as to what comprises such confidential information, please consult your designated project manager.
- 5.7 The Intern accepts that Infosys shall be the sole owner of any and all intellectual property rights, including copyright, trademark, etc. and any equivalent and all attendant rights in relation to any report, research, article, publication, work product, software, technical project, techniques, formulas, data, etc. that you would have made and created as part of and during the course of the Program.
- 5.8 The Intern shall undertake utmost care in maintaining and protecting the assets and intellectual property of the Company, including but not limited to the laptop, software, hardware, files (stored in whatever medium) etc., that the Intern may have access to by virtue of his engagement with Infosys or that may be provided to the Intern by Infosys from time to time, for his/her use.
- 5.9 Notwithstanding any other provision of this Agreement, the Intern shall be required to follow a 5 (five) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Intern is found to commit an act of Misconduct in accordance with the Company's rules and policies is found to have been engaging in any exam malpractices or unfair means to clear any comprehensive examinations or complete their education during the course of the program.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Intern is found to disclose any Confidential Information to any party without its prior written approval to the same.
- 6.4 Infosys has the right to terminate this Agreement with immediate effect if the Intern is not present in the territory of India at any point during the duration of the Program.
- 6.5 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorized in that behalf and shall be issued to the Intern concerned

- 6.6 Termination of this Agreement under the aforementioned clauses by Infosys would be without prejudice to the Company's right to claim damages suffered on account of such breach or any other relief to which the Company may be entitled to under the contract, law or equity.

7. CONSEQUENCES OF TERMINATION

Upon termination of this Agreement, the Intern shall be obliged to:

- 7.1 Return all tangible forms of Confidential Information to Infosys.
- 7.2 Return any of the tangible equipment and/or assets in the same condition as provided to the Intern during the course of the Program.

8. REPRESENTATIONS, WARRANTIES AND INDEMNITIES:

- 8.1 The Intern fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto. The Intern represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto:
- 8.2 The Intern shall use his/her best endeavors to complete his/her Project and in the event of him/her not completing the Project, shall not hold Infosys liable thereto.
- 8.3 Indemnity: The Intern shall always hold harmless Infosys, its officers, employers, employees, agents, representatives and contractors from and against any and all lawful consequences of any loss, damage, costs, penalties, fines, claims, expenses or liabilities arising out of or resulting from negligence, Misconduct, misfeasance or any improper/illegal action of the Intern or any breach of the aforementioned representations and warranties.

9. INTERN STATUS

- 9.1 Notwithstanding anything contained herein, this Agreement is not intended and shall not be construed as an offer of employment from Infosys.
- 9.2 During the Program, you will remain a student of your College. This offer of Internship is not to be construed as, and does not constitute, an offer of employment in the Company. Please note that your participation in the Program with Infosys is not guarantee of an offer of employment with Infosys.

10. GENERAL PROVISIONS

- 10.1 Non-Waiver and Amendment: No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Intern. The failure of either Infosys or Intern at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.

- 10.2 Force Majeure: Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, pandemics, epidemics, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control ("Force Majeure Event" hereinafter). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 Assignment: The Intern shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 Severability: If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 Governing Law: This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Intern with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

Accepted:

[Deepak Kumar]

Date: _____



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Date:- 09/Sep/2021

Employment Offer Letter

Name: - Deepanshu Jain

E-mail: - 2018pccsdeepanshu49@poornima.org

Mobile- 7891563035

Dear **Deepanshu Jain** ,

This is regarding your application for employment with **In Time Tec Visionsoft Pvt. Ltd.** We are pleased to offer you an internship followed by employment with **In Time Tec Visionsoft Pvt. Ltd** at our Jaipur office located at **Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.**

Your designation will be **Trainee** for the initial 6 months. After successful completion of your internship and based on your performance during internship, your designation will change to **Jr. Software Engineer** with an annual salary of Rs. 5.50 Lakhs

During your internship upto 6 months, you will be entitled to a stipend of Rs. 15000/- per month

Joining Date for Training

You are required to report on duty at our office on **03-Jan-2022**

Internship Period & Confirmation

Upon your satisfactory completion of the internship period, you shall be a confirmed employee of the company. The company reserves the right to either extend the internship period or terminate your employment in the event that your performance is not up to expectations.

Appraisal

Performance reviews and annual appraisals are done in the month of April and increments are therefore granted on merit according to the company policy.

This is a Computer-Generated Document. No Signature Required.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Gulapura, JAIPUR



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura, Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Place of Work and Mobility

You shall be based in Jaipur but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations, and terms and conditions, applicable to the new assignment.

Non-Disclosure and Intellectual Property Rights

As a condition of your employment, you will be required to sign the company's standard form of Confidential Information and Assignment of Inventions Agreement at the time of your joining. The company retains the ownership of intellectual property rights related to copyrights concerning works undertaken during the employment of the company. You are also not allowed to carry portable storage device in and outside of the company premises.

Termination and Notice Period

Either the company or you may at any time, terminate this agreement by giving in writing to the other party 60 days notice or in lieu thereof a sum equal to the amount or pro-rated amount of CTC, which would have accrued to you during the period or remaining period of notice through the buyout of notice period will be entertained only subject to management approval. This clause will be applicable only after successful completion of internship period. During the internship period, 15 days of notice period is mandatory.

The company would terminate the employee with an immediate effect if caught engaged in dishonest or suspicious behavior, or misconduct or theft of company products.

Annual Leave

From the day of joining, you shall be entitled to annual leave accordingly to company rules. During the internship period you are only allowed to take leaves for your examination. The company's holiday year runs from the first day of January to the last day of December.

The company declared holidays based on the location of work. The annual leave entitlement for the calendar year is 18 for all employees. Employees with less than 1 year of service receive a proportional amount of annual leave entitled. Further details would be given to you at the time of your joining the organization.



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Rules and Regulations

Your job will be subject to the policies, rules, and regulations of the company as promulgated and modified from time to time in relation to your conduct, employment, and all other factors.

In addition to the above, all internal policies, rules, and regulations as may be in the Operations at the time of your acceptance of the appointment with the company may be amended or altered, with or without notice, from time to time at the discretion of the company and will be applicable to you.

Acceptance

Please sign this letter indicating your acceptance to the offer of employment and send it to us at the earliest. If we do not hear from you within 10 days from the date of release of this letter, we shall assume that you do not wish to take up the company's offer of an employment and our offer expires. We look forward to having you in the **In Time Tec Visionsoft** family.

Regards,

Kritika Gupta
Assistant Manager-HR
In Time Tec Visionsoft Pvt.Ltd.

I hereby agree to and accept the terms of the employment offer and shall report for duty on the

Signature
(Name).....
Date:.....

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



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Salary Break-up Letter after Internship Confirmation

Dear **Deepanshu Jain**,

Your monthly salary details & total cost to company is as follows:

Proposed Breakup		
Total Annual CTC		₹ 550,000
Particulars		Monthly
Total Monthly CTC (A)		₹ 45,834
Employee Benefits (Deductible) (B)		₹ 4,252
Health Insurance	₹ 1,350	
Provident Fund (Employer Part)	₹ 1,800	
Gratuity	₹ 1,102	
Gross Salary (C) = (A) - (B)		₹ 41,582
Basic Salary	₹ 22,917	
House Rent Allowance	₹ 11,459	
Academic Research Allowance	₹ 2,500	
Telephone & Internet Allowance	₹ 1,500	
Other Allowance	₹ 3,206	
Statutory Deductions (D)		₹ 1,800
Provident Fund (Employee Part)	₹ 1,800	
Professional Tax	₹ 0	
Net Salary (E) = (C) - (D)		₹ 39,781

Kindly Note:

The company is responsible for deducting taxes, Health Insurance PF & any other govt. liability that is binding by the law. The salary paid to you will be calculated by deducting any such payments from your gross salary.

Best Wishes,

In Time Tec Visionsoft (p) Ltd.

Kritika Gupta

Assistant Manager-HR

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Dr. Mahesh Bunde
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Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Date:- 09/Sep/2021

Employment Offer Letter

Name: - Deepanshu Jain

E-mail: - 2018pccsdeepanshu49@poornima.org

Mobile- 7891563035

Dear **Deepanshu Jain** ,

This is regarding your application for employment with **In Time Tec Visionsoft Pvt. Ltd.** We are pleased to offer you an internship followed by employment with **In Time Tec Visionsoft Pvt. Ltd** at our Jaipur office located at **Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.**

Your designation will be **Trainee** for the initial 6 months. After successful completion of your internship and based on your performance during internship, your designation will change to **Jr. Software Engineer** with an annual salary of Rs. 5.50 Lakhs

During your internship upto 6 months, you will be entitled to a stipend of Rs. 15000/- per month

Joining Date for Training

You are required to report on duty at our office on **03-Jan-2022**

Internship Period & Confirmation

Upon your satisfactory completion of the internship period, you shall be a confirmed employee of the company. The company reserves the right to either extend the internship period or terminate your employment in the event that your performance is not up to expectations.

Appraisal

Performance reviews and annual appraisals are done in the month of April and increments are therefore granted on merit according to the company policy.

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Gulapura, JAIPUR



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The company declared holidays based on the location of work. The annual leave entitlement for the calendar year is 18 for all employees. Employees with less than 1 year of service receive a proportional amount of annual leave entitled. Further details would be given to you at the time of your joining the organization.



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Acceptance

Please sign this letter indicating your acceptance to the offer of employment and send it to us at the earliest. If we do not hear from you within 10 days from the date of release of this letter, we shall assume that you do not wish to take up the company's offer of an employment and our offer expires. We look forward to having you in the **In Time Tec Visionsoft** family.

Regards,

Kritika Gupta
Assistant Manager-HR
In Time Tec Visionsoft Pvt.Ltd.

I hereby agree to and accept the terms of the employment offer and shall report for duty on the

Signature
(Name).....
Date:.....

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Kindly Note:

The company is responsible for deducting taxes, Health Insurance PF & any other govt. liability that is binding by the law. The salary paid to you will be calculated by deducting any such payments from your gross salary.

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Kritika Gupta

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Date:- 09/Sep/2021

Employment Offer Letter

Name: - DHRUV GUPTA

E-mail: - 2018pccsdhruv51@poornima.org

Mobile- 7221949173

Dear **DHRUV GUPTA** ,

This is regarding your application for employment with **In Time Tec Visionsoft Pvt. Ltd.** We are pleased to offer you an internship followed by employment with **In Time Tec Visionsoft Pvt. Ltd** at our Jaipur office located at **Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.**

Your designation will be **Trainee** for the initial 6 months. After successful completion of your internship and based on your performance during internship, your designation will change to **Jr. Software Engineer** with an annual salary of Rs. 5.50 Lakhs

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Regards,

Kritika Gupta
Assistant Manager-HR
In Time Tec Visionsoft Pvt.Ltd.

I hereby agree to and accept the terms of the employment offer and shall report for duty on the

Signature
(Name).....
Date:.....

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
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Best Wishes,

In Time Tec Visionsoft (p) Ltd.

Kritika Gupta

Assistant Manager-HR

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Peernima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



08 Nov 2021

Divyanshu Gupta
2018pccsdivyanshu54@poornima.org
9680105330

OFFER LETTER

Dear Divyanshu,

We are pleased to confirm your employment for the profile of **Tech - Trainee** at our Jaipur office. Your training will be for 6 months starting from **10 Nov 2021** till **31 May 2022**. Your monthly stipend structure (on working 9 hrs per day, 6 days a week) for the training period (6 months) is mentioned in **Annexure-A**.

Please review, sign & return the duplicate copy of this offer letter, as a token of your acceptance to this letter.

Congratulations and Welcome to Synoriq!

Thanking you,
Yours truly

Deepanshi Jain
Director



Synoriq R&D Private Limited

Corporate Address: D 245-246, 3rd Floor, Omkar Tower, Amrapali Marg, Vaishali Nagar, Jaipur - 302021 (Rajasthan)

Registered Address: S1, Plot No. 28, Ayuwan Singh Nagar, Maharani Farm, Durgapura, Jaipur - 302018 (Rajasthan)

Mobile: +91-9079028915 | **Website:** www.synoriq.com | **CIN:** U72900RJ2017PTC058899 | PAN: AAZCS1354H

Dr. Mahesh Bundeale
B.E., M.E., Ph.D.
Director

Poornima College of Engineering
ISO 9001:2015 Certified
Site: RIIICO Institutional Area
Ghatapada, Jaipur

Annexure - A

During Work From Home		
Salary Details [A]	Basic	₹ 6,600
	Special Allowance	₹ 98
Deductions [B]	PF Employee	₹ 792
	ESI Employee	₹ 51
ABRY Benefit (Conditional) - [C]#	ABRY	₹ 792
Net pay [A-B+C]		₹ 6,647
Other benefits [D]	PF Employer	₹ 792
	ESI Employer	₹ 218
Package [A+D]		₹ 7,708
Effective Package with ABRY [A+C+D]#		₹ 8,500

During Work from Home		
Salary Details [A]	Basic	₹ 6,600
	Special Allowance	₹ 2,519
Deductions [B]	PF Employee	₹ 792
	ESI Employee	₹ 69
ABRY Benefit (Conditional) - [C]#	ABRY	₹ 792
Net pay [A-B+C]		₹ 9,050
Other benefits [D]	PF Employer	₹ 792
	ESI Employer	₹ 297
Package [A+D]		₹ 10,208
Effective Package with ABRY [A+C+D]#		₹ 11,000

- **#ABRY** benefits are conditional, only if EPFO approves your case for ABRY - you will be eligible for ABRY benefits by Govt. Hence these benefits are conditional in nature, Synoriq cannot guarantee these benefits. **For more information please refer:** https://www.epfindia.gov.in/site_en/abry.php
- Management has the right to alter the structure if required by any compliance.
- This communication is highly confidential between **YOU** and **Synoriq R&D Pvt. Ltd.**

Synoriq R&D Private Limited

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Dr. Mahesh Bundeale
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-6, RII CO Institutional Area
Ghatapada, Jaipur



TRAINING PERIOD POLICY

1. In this employment, you are obliged to follow the COMPANY policies. The COMPANY has made the offer of temporary employment on the basis of the information, statements, and facts ('Information') as provided by you during the document submission. The COMPANY reserves the right to terminate the services forthwith at the time of joining or at any point of time in future during the employment with the COMPANY if any of the information provided by you is found to be false or misleading or concealed (whether in part or whole) and/or in case of any criminal background on your part.
2. The training certificate will be provided only on the successful completion of 6 months. If you take any unpaid leaves then the duration of the training period will be increased in the following way:

5- 15 days unpaid leave	The period will be increased by the same number of working days
15- 30 days unpaid leaves	The period will be increased by 30 working days
More than 30 days of unpaid leaves	By default, the TRAINEE will be terminated and no certificate will be issued but the profile will be reviewed case by case

3. Application for leave needs to be submitted to HR and the concerned manager beforehand. All leave applications should be subject to due approval from your respective manager. Uninformed leave, that is, if no prior information about the absence from work will be considered as NCNS (No Call No Show), which has its own implications.
4. During training, you shall not directly or indirectly engage in any conduct adverse to the best interests of the Company. Also, you shall not divulge any confidential information or violate any agreement(s) with prior employers or their clients. Data or information provided by any of the clients is meant to be confidential and is of supreme secrecy. Usage or sharing of this information with anyone can be marked under criminal offense depending upon the severity.
5. On successful completion of the training, a pre-placement offer (PPO) or joining date would be provided to you.
6. If you leave the organization within the training duration then no experience letter/certificate will be issued.
7. The training certificate will be given only after the completion of the training. We'll not provide any certification documents during the training period.
8. In case you intend to resign from the services of the company at any point of time, you are required to serve a 30 days notice period for the training program and on PPO confirmation you need to serve a 90 days notice period starting from the acceptance of resignation.
9. If you are unable to provide a notice period as applicable, the Company reserves the right to claim one month stipend (In training) OR three month's salary (In permanent employment) in lieu of the risk which the company has incurred due to your action.

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Dr. Mahesh Bundele
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Poomima College of Engineering
ISO 9001:2015 Certified
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EMPLOYMENT POLICY

Employment:

1. The COMPANY has made the offer of employment on the basis of the information, statements, and facts ('Information') as provided by you during the document submission. The COMPANY reserves the right to terminate your services forthwith at the time of joining or at any point of time in future during your employment with the COMPANY if any of the information provided by you is found to be false or misleading or concealed (whether in part or whole) and/or in case of any criminal background on your part. EMPLOYEE hereby agrees and expressly authorizes the COMPANY to conduct background verification to authenticate the information submitted by you and your criminal background, if any.
2. EMPLOYEE is bound to deliver 6 working days and 9 hours each day in a week. During working hours you shall satisfactorily perform all tasks assigned by the manager, to the expected performance standards. EMPLOYEE shall comply with the rules, regulations, and procedures as notified from time to time by the COMPANY in letter and spirit. EMPLOYEE shall also entirely devote your time, attention and abilities to the business of the COMPANY.
3. COMPANY has established a variety of policies and standards that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards, and any future policies and standards that are reasonably introduced by the COMPANY. It is agreed that the introduction and administration of these policies are within the sole discretion of the COMPANY and that these policies do not form part of this Agreement. It is agreed that if the COMPANY introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement. The agreement will stand until the EMPLOYEE leaves the Company.
4. EMPLOYEE shall be entitled to fall in all the rules and regulations imposed on the company by various schemes or acts by the State Government or Central Government from time to time. EMPLOYEE will receive complete details of all such acts as part of your new EMPLOYEE orientation, and enrollment will take place immediately or once you meet the eligibility criteria.
5. The COMPANY shall reimburse Employee for all business expenses after the Employee presents an itemized account of expenditures, pursuant to COMPANY policy.

Location:

1. The COMPANY may change the EMPLOYEE'S above-mentioned post (or position) or location based on the COMPANY'S, operation or working requirements or according to the EMPLOYEE'S working capacities and performance, including but not limited to adjustments made to the job description or workplace, promotion, work transfer at the same level, or adjustments made to the employee's responsibilities without any change to EMPLOYEE'S post (or position) or compensation.

Conduct:

1. EMPLOYEE shall at all times, maintain exemplary conduct and decorum. EMPLOYEE shall uphold honesty and integrity in all your actions.
2. EMPLOYEE shall honor and comply with all rules and regulations of the COMPANY and statutory requirements, in letter and spirit.
3. Any kind of verbal or physical harassment will not be promoted and strict legal action can be taken

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Dr. Mahesh Bunde
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ISIRI, RICO Institutional Area
Sitapura, Jaipur

against the EMPLOYEE.

Probationary Period:

1. EMPLOYEE will be on a probation period of SIX months. At the end of the probation period, the company may confirm, extend or terminate the services, depending upon the EMPLOYEE's performance during the Probation Period and/or code of conduct. No paid leaves will be allowed in the probation period
2. After successful completion of the probation period, 1.5 Paid Leaves in case of WFO (and 1 in case of WFH) will be added to your leave balance against each month.
3. If the EMPLOYEE takes any unpaid leaves (other than paid leave granted during the probation period) then the duration of the period will be increased in the following way:

1- 15 days leave	The probation period will be increased by the same number of working days
15- 30 days	The probation period will be increased by 30 working days
More than 30 days	By default, the EMPLOYEE will be terminated but the profile will be reviewed case by case

3. If the training/ probation period of the EMPLOYEE completes on any day in the middle of the month then completion of the period or any increment (if promised) will be considered from the **1st of the next month**.

Leaves:

1. EMPLOYEE will be entitled to 18 days of paid annual leave for each completed year of service, this privilege will be given once an EMPLOYEE completes the probation period. A maximum of 5 annual leave can be carried over to a future year, if unused in the current year. In addition, you will be entitled to 6 common national and festive holidays approved for the company.
2. EMPLOYEE will schedule festive leaves and annual leave in accordance with the Company's policies, procedures and standards in effect from time to time during the Employment Period.
3. Application for leave needs to be submitted to HR and the concerned manager beforehand. All leave applications should be subject to due approval from your respective manager. Leaves that are not approved by the current manager will not be considered underpaid leaves.
4. In case of uninformed leave, that is, if no prior information about the absence from work is provided to the concerned manager and HR then, it will be considered as NCNS (No Call No Show), which has its own implications.
5. There will be no leave encashment against the accumulated paid leave, no leaves are allowed in the notice period, even if paid leaves are accumulated during the course of employment. The accumulated leaves will lapse.


Confidentiality:

Synoriq R&D Private Limited

Corporate Address: D 245-246, 3rd Floor, Omkar Tower, Amrapali Marg, Vaishali Nagar, Jaipur - 302021 (Rajasthan)

Registered Address: S1, Plot No. 28, Ayuwan Singh Nagar, Maharani Farm, Durgapura, Jaipur - 302018 (Rajasthan)

Mobile: +91-9079028915 | **Website:** www.synoriq.com | **CIN:** U72900RJ2017PTC058899 | **PAN:** AAZCS1354H


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISO 9001:2015 Institutional Area
Ghatapada, Jaipur



1. During your employment, you shall not directly or indirectly engage in any conduct adverse to the best interests of the Company. Also, you shall not divulge any confidential information or violate any agreement(s) with your prior employers or their clients. Data or information provided by any of the clients is meant to be confidential and is of supreme secrecy. Usage or sharing of this information with anyone can be marked under criminal offense depending upon the severity.
2. EMPLOYEE shall maintain the utmost secrecy with regard to confidential and proprietary information relating to the Company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to all the stakeholders. Project documents, commercial offer, design documents, Project costs and Estimation, Technology, Software package license, company's policies, company's pattern, and trademark and company's human assets profile, everything is of great importance and needs to be kept confidential.
3. Possible legal action can be taken in case of disclosing the company's information against interest, breach of confidentiality, during or after leaving the job.
4. Salaries are confidential and not to be disclosed to anyone. If an EMPLOYEE shares his salary with any other EMPLOYEE then it will add risk in the confidentiality clause of the company. Thus a strict action in terms of monetary deduction can be taken against the EMPLOYEE.

Intellectual Property:

1. That intellectual property created in the course of the EMPLOYEE's employment, or in relation to a certain field, is owned by Synoriq. The product or any project created by the EMPLOYEE is not subjected to be shared or used with any other agent, party or company without the formal consent (written on the company's letterhead) of Synoriq. This obligation needs to continue during the employment relationship, as well as after the employment relationship has ended.
2. The EMPLOYEE may in the course of the Engagement conceive, develop or contribute to material or information related to the Business of the Company, including, without limitation, software, technical documentation, ideas, inventions (whether or not patentable), hardware, know-how, marketing plans, designs, techniques, documentation and records, regardless of the form or media, if any, on which such is stored. The Company shall exclusively own all Proprietary Property which the EMPLOYEE conceives, develops or contributes to in the course of the Engagement and all intellectual and industrial property and other rights of any kind in or relating to the Proprietary Property, including but not limited to all copyright, patent, trade secret and trademark rights in or relating to the Proprietary Property.

Performance Appraisal:

1. The salary and compensation are subject to being reviewed and modified annually.
2. The bonuses and incentives (if any) will be provided as per the terms and conditions mentioned prior to the joining.
3. In case you resign within 3 months of your revised appraisal, your compensation will be the same as your previous compensation structure.
4. If there is any joining bonus associated with the compensation at the time of joining and if the employee leaves the company within the timeframe of 2 years, then the joining bonus gets forfeited.

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B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISO 9001:2015 Institutional Area
Ghatapada, Jaipur

Notice Period:

1. In case you intend to resign from the services of the company at any point of time, you are required to serve a 90 days' notice period ('Notice Period') starting from the acceptance of resignation. The Company may, at its sole discretion, permit you an early release by adjusting with or without the paid leave accumulated towards a part of the notice period (whether in part or whole).
2. If you are unable to provide a notice period as applicable, the Company reserves the right to claim three month's salary in lieu of the risk which the Company has incurred due to your action.
3. The exit formalities (like issuing of experience letter, relieving letter, salary slips, salary release, FNF) will be done after the 45 days of EMPLOYEE's last day of employment.
4. EMPLOYEE is not allowed to take any leaves during the Notice Period.
5. Due to any reason if EMPLOYEE wants to resign during the probation period then the Notice period will be 30 days.

Non-Competition:

1. It is agreed and acknowledged that EMPLOYEE will be unable to seek or accept employment opportunities from any of the company's existing or former clients for a period of up to 12 months after you leave the company or work with the company. This clause will act the same in the case of a competitor having the same clients.

Termination:

1. Without cause, the Company may terminate this agreement at any time to the EMPLOYEE. If the Company requests, the Employee will continue to perform his/her duties and may be paid his/her regular salary up to the date of termination.
2. Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect (without salary in lieu of notice), in the event of a breach of any of the points mentioned in the agreement.
3. In the case of three NCNS (No Call No Show), the EMPLOYEE may be asked to leave the company on the immediate ground. In the case of NCNS, the EMPLOYEE will not be provided with an experience letter, and salary slips. In this case, the Company reserves the right to claim that month of salary in lieu of the risk which the Company has incurred due to your action.

Severability:

1. If your duties or compensation should change during the course of your employment with the Company, the validity of the agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
 2. EMPLOYEE will be responsible for the safekeeping and return in good condition and order of all company property, which may be in your use, custody or charge. Lost or damage of any company property will cost the EMPLOYEE with the original price of that property in cash.
- The EMPLOYEE further agrees that irreparable harm will be suffered by the Company in the event of the EMPLOYEE's breach or threatened breach of any of his or her obligations under this Agreement and that the Company will be entitled to seek, in addition to any other rights and remedies that it may have at law or equity, a

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Mobile: +91-9079028915 | **Website:** www.synoriq.com | **CIN:** U72900RJ2017PTC058899 | **PAN:** AAZCS1364H

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director

Poomima College of Engineering
ISO 9001:2015 Certified
Ghatapada, Jaipur



temporary or permanent injunction restraining the EMPLOYEE from engaging in or continuing any such breach hereof. Any claims asserted by the EMPLOYEE against the Company shall not constitute a defense in any injunction action, application or motion brought against the Employee by the Company.

Synoriq R&D Private Limited

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Registered Address: S1, Plot No. 28, Ayuwan Singh Nagar, Maharani Farm, Durgapura, Jaipur - 302018 (Rajasthan)

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director

Poomima College of Engineering
ISI-6, RILCO Institutional Area
Ghatapada, Jaipur

Move forward. 
Take the world with you.

CAMPUS RECRUITMENT PROGRAM



Infosys



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the Interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 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 eligibility during the recruitment process and 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 TalentAcquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

Infosys


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-0, RICO Institutional Area
Sikapura, JAIPUR



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Date:- 09/Sep/2021

Employment Offer Letter

Name: - Gourav Majee

E-mail: - 2018pccsgourav59@poornima.org

Mobile- 7976284286

Dear **Gourav Majee** ,

This is regarding your application for employment with **In Time Tec Visionsoft Pvt. Ltd.** We are pleased to offer you an internship followed by employment with **In Time Tec Visionsoft Pvt. Ltd** at our Jaipur office located at **Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.**

Your designation will be **Trainee** for the initial 6 months. After successful completion of your internship and based on your performance during internship, your designation will change to **Jr. Software Engineer** with an annual salary of Rs. 5.50 Lakhs

During your internship upto 6 months, you will be entitled to a stipend of Rs. 15000/- per month

Joining Date for Training

You are required to report on duty at our office on **03-Jan-2022**

Internship Period & Confirmation

Upon your satisfactory completion of the internship period, you shall be a confirmed employee of the company. The company reserves the right to either extend the internship period or terminate your employment in the event that your performance is not up to expectations.

Appraisal

Performance reviews and annual appraisals are done in the month of April and increments are therefore granted on merit according to the company policy.

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



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Place of Work and Mobility

You shall be based in Jaipur but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations, and terms and conditions, applicable to the new assignment.

Non-Disclosure and Intellectual Property Rights

As a condition of your employment, you will be required to sign the company's standard form of Confidential Information and Assignment of Inventions Agreement at the time of your joining. The company retains the ownership of intellectual property rights related to copyrights concerning works undertaken during the employment of the company. You are also not allowed to carry portable storage device in and outside of the company premises.

Termination and Notice Period

Either the company or you may at any time, terminate this agreement by giving in writing to the other party 60 days notice or in lieu thereof a sum equal to the amount or pro-rated amount of CTC, which would have accrued to you during the period or remaining period of notice through the buyout of notice period will be entertained only subject to management approval. This clause will be applicable only after successful completion of internship period. During the internship period, 15 days of notice period is mandatory.

The company would terminate the employee with an immediate effect if caught engaged in dishonest or suspicious behavior, or misconduct or theft of company products.

Annual Leave

From the day of joining, you shall be entitled to annual leave accordingly to company rules. During the internship period you are only allowed to take leaves for your examination. The company's holiday year runs from the first day of January to the last day of December.

The company declared holidays based on the location of work. The annual leave entitlement for the calendar year is 18 for all employees. Employees with less than 1 year of service receive a proportional amount of annual leave entitled. Further details would be given to you at the time of your joining the organization.



InTimeTec Visionsoft Pvt. Ltd.

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Rules and Regulations

Your job will be subject to the policies, rules, and regulations of the company as promulgated and modified from time to time in relation to your conduct, employment, and all other factors.

In addition to the above, all internal policies, rules, and regulations as may be in the Operations at the time of your acceptance of the appointment with the company may be amended or altered, with or without notice, from time to time at the discretion of the company and will be applicable to you.

Acceptance

Please sign this letter indicating your acceptance to the offer of employment and send it to us at the earliest. If we do not hear from you within 10 days from the date of release of this letter, we shall assume that you do not wish to take up the company's offer of an employment and our offer expires. We look forward to having you in the **In Time Tec Visionsoft** family.

Regards,

Kritika Gupta
Assistant Manager-HR
In Time Tec Visionsoft Pvt.Ltd.

I hereby agree to and accept the terms of the employment offer and shall report for duty on the

Signature
(Name).....
Date:.....

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
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Salary Break-up Letter after Internship Confirmation

Dear **Gourav Majee**,

Your monthly salary details & total cost to company is as follows:

Proposed Breakup			
Total Annual CTC		₹ 550,000	
Particulars		Monthly	
Total Monthly CTC (A)		₹ 45,834	
Employee Benefits (Deductible) (B)		₹ 4,252	
Health Insurance	₹ 1,350		
Provident Fund (Employer Part)	₹ 1,800		
Gratuity	₹ 1,102		
Gross Salary (C) = (A) - (B)		₹ 41,582	
Basic Salary	₹ 22,917		
House Rent Allowance	₹ 11,459		
Academic Research Allowance	₹ 2,500		
Telephone & Internet Allowance	₹ 1,500		
Other Allowance	₹ 3,206		
Statutory Deductions (D)		₹ 1,800	
Provident Fund (Employee Part)	₹ 1,800		
Professional Tax	₹ 0		
Net Salary (E) = (C) - (D)		₹ 39,781	

Kindly Note:

The company is responsible for deducting taxes, Health Insurance PF & any other govt. liability that is binding by the law. The salary paid to you will be calculated by deducting any such payments from your gross salary.

Best Wishes,

In Time Tec Visionsoft (p) Ltd.

Kritika Gupta

Assistant Manager-HR

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



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Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Date:- 09/Sep/2021

Employment Offer Letter

Name: - Hardik khanchandani

E-mail: - 2018pcecshardik61@poornima.org

Mobile- 6350360159

Dear **Hardik khanchandani** ,

This is regarding your application for employment with **In Time Tec Visionsoft Pvt. Ltd.** We are pleased to offer you an internship followed by employment with **In Time Tec Visionsoft Pvt. Ltd** at our Jaipur office located at **Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.**

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During your internship upto 6 months, you will be entitled to a stipend of Rs. 15000/- per month

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Appraisal

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Gulapura, JAIPUR



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Termination and Notice Period

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Regards,

Kritika Gupta
Assistant Manager-HR
In Time Tec Visionsoft Pvt.Ltd.

I hereby agree to and accept the terms of the employment offer and shall report for duty on the

Signature
(Name).....
Date:.....

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Peernima College of Engineering
ISI-6, RICO Institutional Area
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Kindly Note:

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Best Wishes,

In Time Tec Visionsoft (p) Ltd.

Kritika Gupta

Assistant Manager-HR

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Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



Sub: Letter of Intent to Hire

Dear **Harsh Agarwal**,

On behalf of Kloudrac Softwares Private Limited (the "Employer" or "Company"), we are pleased to confirm our Letter of Intent to hire you as a Software Engineer Trainee.

We extend this Letter of Intent, and the opportunity it represents, with great confidence in your abilities to have mutual benefit to you and organisation.

Please confirm back with the signed copy of this letter.

As a token of your acceptance of this Letter of Intent, please reply to mail indicating your acceptance of our offer within two business days of receipt of this mail, after which period this offer shall lapse automatically.

A detailed joining letter describing the terms of your employment and related contingencies will follow post your acceptance of this Letter of Intent at the time of joining.

Your date of joining tentatively with us will be 10th January '22. We shall keep you posted on that actively. Would advise to make necessary arrangements accordingly.

While discussing your remuneration part during the period you will be paid the stipend of Rs. 15000/ Pm. This amount is paid with the primary intention to assist you in overcoming your investments on journals and other such development material and to aid your commuting, stationary and other miscellaneous expenditure. After 3 Months your annual package will be 4 LPA (it may go below that even if performance is not satisfactory). You will be in two years of service bond with the company, which terms and conditions are confidential and will be communicated at the time of your onboarding.

We look forward to you joining our team. If you have any further queries, please feel free to contact us.

Thank you!

**Kind Regards,
HR Team
Kloudrac Softwares Private Limited**

Signed and Accepted By:


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Peernima College of Engineering
Vijay Nagar Institutional Area
Sitapura, JAIPUR



Circulant Software Pvt. Ltd.
S-37, JMD Tower 3rd Floor
Jaipur, Rajasthan
India 302020

October 22nd, 2021

Subject: Internship Letter

Dear Ishika Solanki,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee**. Your training is scheduled to start on or before **Monday 8th November 2021** for a period of 6 months.

Note- There will be a Detailed Employment Agreement/Employment Bond for Minimum 1 year which will give you upon you joining.

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned, the project details and technical platform will be shared with you on or before commencement of training, post completion of your training you will be eligible for full time employment as per performance during your internship.

You will be on Monthly Stipend **INR 18000**. Kindly bring the following documents on the date of your joining.

1. Copies of all education certificates for the purpose of verifying the date of birth and all mark sheets of all academic qualifications and achievements.
2. Two passport size photographs.
3. Photocopy of Identity proofs (Aadhar card/Driving license/Voter Id) and your blood group details.
4. Copy of PAN Card.
5. Residential proof.
6. bank Details and proof.
7. Four Reference Name and contact Number (Colleague & Reporting Manager and neighbor & Friend)

Please indicate your acceptance by returning the duplicate copy of this letter, duly signed, within the above-mentioned joining date, failing which the offer will stand withdrawn.

I take this opportunity to welcome you into Circulant family and look forward to a fruitful association with you.

Yours truly,

DS

Anjana Sharma

Anjana Sharma,
Human Resource Manager
Circulant Software Pvt. Ltd.

I accept the offer on the stipulated terms and conditions

Intern Name:

Intern Signature:

Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-0, RIIICO Institutional Area
Sitapura, JAIPUR



Dear Jatin,

Congratulations!! We, at AddWeb Solution Pvt. Ltd, wish to inform you that you have been selected to join us on 2nd February 2022 on Wednesday at 11:00 AM under Train and Hire Programme
(6 months training)

Designation: Trainee Full Stack

Location: Jaipur

On the day of your joining please submit the xerox copies of the following documents so as to complete the joining formalities:

- 4 Passport size photographs
- Copy of highest degree certificate
- Identity proof
- Address proof
- Medclaim

Terms and Conditions:

1. It should be clearly understood that your performance during the training period must be satisfactory in order for your employment to be continued with AddWeb Solution.
2. The offered training period can be extended if the management finds your performance not up to the mark and the required pace.
3. The Company can terminate you at any given time, on account of non-performance and/or any disciplinary action.
4. The confidentiality of the Company data must be maintained by you. You cannot use the Company information for your personal benefit during or after your work tenure.

📍 **Ahmedabad**

405 - 704 Silicon Tower,
Opp. Law Garden, Ahmedabad - 380009

📞 079-40058816 | 🌐 www.addwebsolution.com

📍 **Jaipur**

6B, Heera Path Shopping Center
New Sanganer Road, Mansarovar, Jaipur - 302020



NASSCOM
MEMBER



Dr. Mahesh Bunde
B.E., M.E., Ph.D.

Director
Poonima College of Engineering
ISI-0, FIICO Institutional Area
Sitapura, JAIPUR

By accepting this offer, you are bound to abide by the above terms and conditions. Company can take legal action against you if you violate any terms and conditions mentioned above.

Office Address:

AddWeb Solution Pvt. Ltd.

705 , Silicon Tower,

Law Garden, Ahmedabad-380009

Wishing you a successful career...!!!



Thanks

Pooja Upadhyay | HR Manager

AddWeb Solution

📍 **Ahmedabad**

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📍 **Jaipur**

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MEMBER



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-0, FIICO Institutional Area
Silapura, JAIPUR

Offer Letter

To: Jitendra Singh Shekhawet

Sub: Offer Letter

Offer Date: 12th November 2021

Joining Date: 15th November 2021

Reference: APPCINO/ #00865

This is with reference to your interview, we are pleased to confirm an employment offer for the post of **Trainee Software Engineer** with Appcino Technologies Private Limited, at Jaipur, under the following terms and conditions.

Terms and Conditions:

1. First 6 months from your joining date would be considered as your probation period and Your salary will be INR 10,000 per month (PF & ESIC, Gratuity are part of CTC).
2. After Completion of your graduation your CTC will be revised to **INR 4,50,000**(PF & Gratuity are part of CTC).
3. You agree to serve the company for at-least two years from your date of joining. In case you leave the employment in less than 2 years you also agree to refund the following:
 - a. Training fees of INR 2,00,000
 - b. Amount Company has paid as fee to the recruitment consultant (if any), and
 - c. Relocation fee (if any)
5. You will not take up any other appointment or assignment during your tenure with us and will maintain strict confidentiality of all the employment and employer's information.
6. You will be entitled to all-inclusive Eighteen (18) days paid leave per year as mentioned in the staff policy manual after the completion of probation period.
7. This appointment is also contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or function within the Company.
8. You agree that unless specifically stated in writing and signed by both you and an authorized officer of the Company, subject to controlling law, any employment granted to you is at will and for an indefinite term and that such employment may be terminated after the completion of three years at any time by giving a 90 days' notice by you.
9. Company has right to terminate your contract at any moment for any disciplinary action or on account of poor performance.
10. You agree that the Company may on its own or through an external agency perform background check on you and you have no objection to the same. The background check may involve obtaining feedback from the References provided by you.

11. You agree that, at the time you leave the employ of Company, you will deliver to Company (and will not keep in possession, recreate or deliver to anyone else) all source code, object code, hardware devices, equipment's, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, books and any other documents or property, or reproductions of any aforementioned items developed by you pursuant to employment with Company or otherwise belonging to Company, its successors or assigns.

12. General Provisions:

- a. Entire Agreement: The Employment Contract consists of the documents listed below and the terms included therein:
- Offer of Employment.
 - Term of Employment.
 - Employee Confidentiality, Invention Assignment and Non-Compete Agreement.

The Employment Contract sets forth the entire agreement and understanding between the Company and me relating to the subject matter herein and merges all prior discussions between us. No modification of or amendment to the Employment Contract, nor any waiver of any rights, will be effective unless in writing signed by the party to be charged. Any subsequent change or changes in my duties, salary or compensation will not affect the validity or scope of the Employment Contract. b) Governing Law; Consent to Personal Jurisdiction: The laws of the State of Rajasthan will govern the Employment Contract, and I hereby expressly consent to the personal jurisdiction of the High Court located therein for any lawsuit arising from or relating to my employment. c) Severability: If one or more of the clauses in this Terms of Employment are deemed unenforceable, then the remaining clauses will continue in full force and effect. d) Successors and Assigns: This Employment Contract will be binding upon my heirs, executors, administrators, and other legal representatives and will be for the benefit of the Company, its successors, and its assigns.

2. Representative Warranties:

- a. By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate, or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other equity in order to accept this offer of employment.
- b. You are required to engage yourself exclusively in the work assigned by Appcino Technologies Private Limited and shall not take up any independent or individual assignment (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.
- c. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation.
- d. To the fullest extent permitted by law, you agree to keep the terms of this letter confidential and agree not to share them with anyone; if done so, it is at your own risk.

Further, the Company is fully authorized to take appropriate action in event of your indulging in:

- e. An act of fraud or dishonesty in the course of your employment with the Company
- f. Conviction of (or plea of no contest with respect to) a crime constituting a felony.
- g. An act or an omission which causes you or the Company to be in violation of Central or State securities laws, rules, or regulations and/or the rules of any exchange or association of which the Company is a member, including statutory disqualifications.
- h. Your material breach of any written policy applicable to your employment with the Company
- i. Your material violation of the Company's written Confidential Agreement, a copy of which is being provided with this letter. Any intentional violation of these or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.

The terms of this offer are intended to be kept strictly confidential. Please review this letter and return a signed copy of this letter. Please initial each page in acceptance of the term's conditions set out herein.

We welcome you and wish you every success in your career at Appcino Technologies.

Appcino Technologies Pvt Ltd:

Employee (You):



Jitendra Singh Shekhawet

Shivani Gupta
Snr HR Manager- Talent Acquisition

Below are the package offerings for this position

Annual Salary (CTC) and Career Progression (2 Years' Service Agreement)		
Before Graduation	Stipend	INR 10,000/ month
1st Year Pay	Annual Salary	INR 4,50,000/ year
2nd Year Pay	Annual Salary	INR 5,50,000/ year
3rd Year Pay	Annual Salary	INR 7,50,000/ year (minimum)

Notes:

- 1st Year, 2nd Year and 3rd Year pay to be calculated from the date of graduation completion
- The selected students will be getting the other company benefits as applicable at that point in time.

Current Benefits

Free learning on cutting edge automation platform and technologies along with the certifications

- Regular classes for improving your technical, logical and soft skills
- Employee counselling activities provided by the third-party consultants and experts
- Employee accidental insurance – 3x of CTC
- Employee & Family health insurance of INR 2,00,000/-
- Health and Wellness benefits of INR 10,000/-

Appcino Technologies Pvt. Ltd.



Shivani Gupta
Manager-HR (TA)

Jitendra Singh Shekhawet

Salary Annexure I

Employee Code	Appcino#/00865	
Employee Name	Jitendra Singh Shekhawet	
Legal Entity	Appcino Technologies pvt Ltd	
Department	Technology	
Designation	Software Trainee Enigneer	
Location	Jaipur	
Total CTC (Annual) (A+B)	INR	450,000.00
Fixed Compensation(Annual) (A)	INR	450,000.00
Bonus (Annual)(B)	INR	-
Fixed Compensation Bifurcation		
Particular	Monthly (Amount)	Yearly (Amount)
Basic	INR 18,750.00	INR 225,000.00
HRA	INR 14,248.13	INR 170,977.50
Total (Basic + HRA+Other Allowance)	INR 32,998.13	INR 395,977.50
EPF (Employee)	INR 1,800.00	INR 21,600.00
EPF (Employer)	INR 1,800.00	INR 21,600.00
Gratuity	INR 901.88	INR 10,822.50
Total Fixed Compensation	INR 37,500.00	INR 450,000.00
Total Annual CTC Bifurcation (A+B)		
Fixed Compensation(Annual) (A)	INR	450,000.00
Bonus (Annual)(B)	INR	-
Total CTC (Annual) (A+B)	INR	450,000.00

- This breakup based on standard components; it may change based on company policy.
- Taxable as per government norms and if proofs are not submitted.
- Gratuity will be payable as per the Gratuity Act, i.e., 15 days salary for every year of completed service and serving the company for 5 yrs.

Appcino Technologies Pvt. Ltd.



Shivani Gupta
Manager-HR (TA)

Jitendra Singh Shekhawet



minimalist_

A brand of Uprising Science Private Limited

STRICTLY PRIVATE & CONFIDENTIAL

Date: March 22, 2022

To,
Kayshoo Nagar

OFFER LETTER

We are pleased to offer you an exciting role in the "Supply Chain Executive" department at Uprising Science Pvt Ltd. Your remuneration package and terms of employment are described as below:

1. **Employer: Uprising Science Private Limited (USPL)**
2. **Job Title: Supply Chain Executive**
3. **Location:** Your initial place of posting will be Kartarpura Factory Premises, Jaipur. However, USPL reserves the right to transfer you to any other office in India.
4. **Salary:** Your CTC will be INR 3,60,000 per annum (All Fixed). PF, ESIC, TDS (if applicable) will be deducted from your gross monthly salary as per statutory norms.
5. **Date of Joining:** You are expected to join on 28th March, 2022 at 10:00 AM
6. **Probation:** You will be on probation for a period of 3 months during which your performance & capabilities will be measured. Post probation, if your performance & conduct are found to be satisfactory, you'll be appointed as permanent employee.
7. **Termination:** The employee will not disclose any confidential information related to USPL to any third party, or get into same line of business as USPL for at least 3 months after termination from USPL.



help@beminimalist.co
www.beminimalist.co



+91 97723 46555



3rd Floor, H1-H2, S.L. Marg, Lal Bahadur
Nagar, Malviya Nagar, Jaipur - 302018

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minimalist_

A brand of Uprising Science Private Limited

Please sign this letter and return it to us by 23rd March, 2022 to indicate your acceptance of this offer.

Wishing you a successful career at USPL!

For Uprising Science Private Limited


Mohit Yadav
Co-Founder, Uprising Science Pvt Ltd

I have read the above terms & conditioners of the job offer and hereby accept the offer.

Date: _____

Signature: _____



help@beminimalist.co
www.beminimalist.co



+91 97723 46555



3rd Floor, H1-H2, S.L. Marg, Lal Bahadur
Nagar, Malviya Nagar, Jaipur - 302018



Dear Khushal,

Congratulations!! We, at AddWeb Solution Pvt. Ltd, wish to inform you that you have been selected to join us on 2nd February 2022 on Wednesday at 11:00 AM under Train and Hire Programme
(6 months training)

Designation: Trainee Full Stack

Location: Jaipur

On the day of your joining please submit the xerox copies of the following documents so as to complete the joining formalities:

- 4 Passport size photographs
- Copy of highest degree certificate
- Identity proof
- Address proof
- Medclaim

Terms and Conditions:

1. It should be clearly understood that your performance during the training period must be satisfactory in order for your employment to be continued with AddWeb Solution.
2. The offered training period can be extended if the management finds your performance not up to the mark and the required pace.
3. The Company can terminate you at any given time, on account of non-performance and/or any disciplinary action.
4. The confidentiality of the Company data must be maintained by you. You cannot use the Company information for your personal benefit during or after your work tenure.

📍 **Ahmedabad**

405 - 704 Silicon Tower,
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📍 **Jaipur**

6B, Heera Path Shopping Center
New Sanganer Road, Mansarovar, Jaipur - 302020



NASSCOM
MEMBER



Dr. Mahesh Bunde
B.E., M.E., Ph.D.

Director

Peernima College of Engineering
ISI-0, FIICO Institutional Area
Sitapura, JAIPUR

By accepting this offer, you are bound to abide by the above terms and conditions. Company can take legal action against you if you violate any terms and conditions mentioned above.

Office Address:

AddWeb Solution Pvt. Ltd.

705 , Silicon Tower,

Law Garden, Ahmedabad-380009

Wishing you a successful career...!!!



Thanks

Pooja Upadhyay | HR Manager

AddWeb Solution

📍 **Ahmedabad**

405 - 704 Silicon Tower,
Opp. Law Garden, Ahmedabad - 380009

☎ 079-40058816 | 🌐 www.addwebsolution.com

📍 **Jaipur**

6B, Heera Path Shopping Center
New Sanganer Road, Mansarovar, Jaipur - 302020



NASSCOM
MEMBER



Dr. Mahesh Bundele
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-0, FIICO Institutional Area
Silapura, JAIPUR

Dated: August 23, 2021

Subject: Appointment-cum-Offer Letter

Dear Khwahish,

We are pleased to offer you the position of **Intern** in our Company.

Your engagement shall be subject to the terms expressed herein and the on-job training letter, and uniform terms and conditions of the Company, which are also accessible from Company's office server.

Subsequent to your completion of Internship Period you will be designated as Junior Associate – IT-Acceptance of this letter is by expression acceptance of the service agreement of Minimum contractual period. Minimum Contractual Term” means the Internship Period i.e. (initial minimum 6(Six) Months which will be extended till the time you have not appeared for your final semester exams) and 1 (One) year thereafter. This period shall exclude any leaves availed by you apart from the stipulated earned leaves as per company's policy.

The date for commencement of your joining is October 2021. Your reporting officer is **Ms. Himani Gautama (Manager - Talent Management)**.

Upon joining, you will receive the detailed confirmation letter and you will be required to signed copy of the enclosed Joining Report along with documents requested.

Stipend and Salary Structure:

- Stipend Structure- With effect from your joining date, you will be entitled for the monthly stipend of INR 20,000 during internship.
- Salary Structure- Post completion of internship, below will be CTC breakup **for one year**.

	Post completion of internship	
	0-06 Months	7-12 Months
Particulars	Amount (INR)	Amount (INR)
Basic Salary	15100	15200
HRA	7550	7600
Travelling Allowance	1600	1600
Special Allowance	6517	11582
Gratuity	726	731
Health Insurance	277	277
Total Salary	31770	36990
Performance Bonus*	3530	4110
Monthly CTC	35300	41100
Expected In Hand Salary (pre-TDS)	34272	40067
Yearly CTC	458400	
Yearly Incentive**	41600 (After 01 Year in permanent employment)	
Total Annual CTC	500000	

Performance Bonus*& Yearly Incentive:** As per prevailing policy of company

Wishing you a long and fruitful stay,

For Unthinkable Solutions LLP

Authorized Signatory


Dr. Mahesh Bunde
 B.E., M.E., Ph.D.
 Director
 Poonima College of Engineering
 ISI-0, RICO Institutional Area
 Sitapura, JAIPUR



15-Jan-2022

Krittika Diwakar
B.Tech Computer Science
Poornima College of Engineering, Jaipur

Dear Krittika Diwakar,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for **a period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre- requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke its employment offer.

Please also note that:

- The Internship timings would be for 9 hours per day from Monday through Friday aligned to the working timings followed in Cognizant
- Interns are covered under Cognizant's calendar holidays of the respective location of internship and you would need to adhere with minimum attendance requirements. Prior approvals are must towards any unavoidable leave or break requests during the program.
- There would be zero tolerance to plagiarisms and misconduct during the internship. Any such incident reported will lead to immediate cancellation of internship without any notice.
- You would be required to ensure timely completion and submission of assignments, project work and preparation required prior to the sessions.
- You may be required, to travel to other locations within India if there is a business need as per your internship program
- Cognizant reserves rights regarding IT infra as applicable and access to information and material of Cognizant during the internship period and may modify or amend the Cognizant GenC program terms and conditions from time to time
- Stipend payment will be done for the prescribed Internship Curriculum period only and no additional payment will be done for any delay in completion.
- Attendance and successful completion of Milestone(s) are the eligible factors

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar
Vice President - Human Resource

I accept the terms and conditions of the internship program as mentioned above.

Signature:

Date:



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Date:- 09/Sep/2021

Employment Offer Letter

Name: - Krrish Joshi

E-mail: - 2018pcecskrrish81@poornima.org

Mobile- 6375651325

Dear **Krrish Joshi** ,

This is regarding your application for employment with **In Time Tec Visionsoft Pvt. Ltd.** We are pleased to offer you an internship followed by employment with **In Time Tec Visionsoft Pvt. Ltd** at our Jaipur office located at **Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.**

Your designation will be **Trainee** for the initial 6 months. After successful completion of your internship and based on your performance during internship, your designation will change to **Jr. Software Engineer** with an annual salary of Rs. 5.50 Lakhs

During your internship upto 6 months, you will be entitled to a stipend of Rs. 15000/- per month

Joining Date for Training

You are required to report on duty at our office on **03-Jan-2022**

Internship Period & Confirmation

Upon your satisfactory completion of the internship period, you shall be a confirmed employee of the company. The company reserves the right to either extend the internship period or terminate your employment in the event that your performance is not up to expectations.

Appraisal

Performance reviews and annual appraisals are done in the month of April and increments are therefore granted on merit according to the company policy.

This is a Computer-Generated Document. No Signature Required.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura, Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Place of Work and Mobility

You shall be based in Jaipur but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations, and terms and conditions, applicable to the new assignment.

Non-Disclosure and Intellectual Property Rights

As a condition of your employment, you will be required to sign the company's standard form of Confidential Information and Assignment of Inventions Agreement at the time of your joining. The company retains the ownership of intellectual property rights related to copyrights concerning works undertaken during the employment of the company. You are also not allowed to carry portable storage device in and outside of the company premises.

Termination and Notice Period

Either the company or you may at any time, terminate this agreement by giving in writing to the other party 60 days notice or in lieu thereof a sum equal to the amount or pro-rated amount of CTC, which would have accrued to you during the period or remaining period of notice through the buyout of notice period will be entertained only subject to management approval. This clause will be applicable only after successful completion of internship period. During the internship period, 15 days of notice period is mandatory.

The company would terminate the employee with an immediate effect if caught engaged in dishonest or suspicious behavior, or misconduct or theft of company products.

Annual Leave

From the day of joining, you shall be entitled to annual leave accordingly to company rules. During the internship period you are only allowed to take leaves for your examination. The company's holiday year runs from the first day of January to the last day of December.

The company declared holidays based on the location of work. The annual leave entitlement for the calendar year is 18 for all employees. Employees with less than 1 year of service receive a proportional amount of annual leave entitled. Further details would be given to you at the time of your joining the organization.



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Rules and Regulations

Your job will be subject to the policies, rules, and regulations of the company as promulgated and modified from time to time in relation to your conduct, employment, and all other factors.

In addition to the above, all internal policies, rules, and regulations as may be in the Operations at the time of your acceptance of the appointment with the company may be amended or altered, with or without notice, from time to time at the discretion of the company and will be applicable to you.

Acceptance

Please sign this letter indicating your acceptance to the offer of employment and send it to us at the earliest. If we do not hear from you within 10 days from the date of release of this letter, we shall assume that you do not wish to take up the company's offer of an employment and our offer expires. We look forward to having you in the **In Time Tec Visionsoft** family.

Regards,

Kritika Gupta
Assistant Manager-HR
In Time Tec Visionsoft Pvt.Ltd.

I hereby agree to and accept the terms of the employment offer and shall report for duty on the

Signature
(Name).....
Date:.....

This is a Computer-Generated Document. No Signature Required.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR



InTimeTec Visionsoft Pvt. Ltd.

Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura. Sirsi Road, Jaipur-302034.

Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore- 560068. Ph:- 08065473795

Salary Break-up Letter after Internship Confirmation

Dear **Krrish Joshi**,

Your monthly salary details & total cost to company is as follows:

Proposed Breakup		
Total Annual CTC		₹ 550,000
Particulars		Monthly
Total Monthly CTC (A)		₹ 45,834
Employee Benefits (Deductible) (B)		₹ 4,252
Health Insurance	₹ 1,350	
Provident Fund (Employer Part)	₹ 1,800	
Gratuity	₹ 1,102	
Gross Salary (C) = (A) - (B)		₹ 41,582
Basic Salary	₹ 22,917	
House Rent Allowance	₹ 11,459	
Academic Research Allowance	₹ 2,500	
Telephone & Internet Allowance	₹ 1,500	
Other Allowance	₹ 3,206	
Statutory Deductions (D)		₹ 1,800
Provident Fund (Employee Part)	₹ 1,800	
Professional Tax	₹ 0	
Net Salary (E) = (C) - (D)		₹ 39,781

Kindly Note:

The company is responsible for deducting taxes, Health Insurance PF & any other govt. liability that is binding by the law. The salary paid to you will be calculated by deducting any such payments from your gross salary.

Best Wishes,

In Time Tec Visionsoft (p) Ltd.

Kritika Gupta

Assistant Manager-HR

This is a Computer-Generated Document. No Signature Required.


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poonima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR

13-08-2021

Private & Confidential
Appointment Contract

Dear Mr. Lakshya Gurbani ,

It is our pleasure to extend the following offer of employment as an **Associate Software Engineer** to you on behalf of Auriga IT, further to the interview and discussions you had with us.

Your appointment takes effect immediately and you are expected to join us on **4th Oct, 2021**.

Your benefits and professional fee will become applicable from the day of your joining.

I hope that you will have a wonderful time with us. Please find the terms and conditions for your position below:

1. DESIGNATION : Associate Software Engineer
2. COMPENSATION : INR 6 Lacs Per Annum
3. DATE OF JOINING : 4th Oct 2021 at 11 AM (Through virtual onboarding)

Compensation

As an **Associate Software Engineer** your compensation will be **INR 6,00,000 per annum** and there will be periodic reviews of your salary on a performance basis.

Your compensation and benefits are subject to change as per Company policy on performance, salary review and such other valid reasons as recognized in law, as the Company may determine from time to time. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at, on the basis of your specific background and professional merit.

Accordingly, kindly maintain this information and any future changes pertaining to the same as strictly personal and confidential and discuss only with the HR department of the Company and not with anyone else.

Auriga IT Consulting Pvt Ltd

Reg. Add. :111/306, Vijay Path, Mansarovar, Jaipur 302020, Rajasthan

Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U72100 RJ2016PTC030719

Dr. Mahesh Bundeale
B.E., M.E., Ph.D.
Director

Poonima College of Engineering
ISI-6, RILCO Institutional Area
Ghatapada, JAIPUR

Salary Break-up

Please find the Monthly salary break up below -

EARNINGS	MONTHLY	YEARLY
Basic	25,000.00	3,00,000.00
HRA	10,000.00	1,20,000.00
Travel Reimbursement (LTA)	5,000.00	60,000.00
Statutory Bonus	1,750.00	21,000.00
Other Allowance	8,250.00	99,000.00
TOTAL EARNINGS (A)	50,000.00	6,00,000.00
DEDUCTIONS	MONTHLY	YEARLY
Insurance Deduction	333.33	4,000.00
Employee Gratuity contribution	1,202.50	14,430.00
PF Employee	1,800.00	21,600.00
PF - Employer	1,800.00	21,600.00
PF - Other Charges	150.00	1,800.00
TOTAL DEDUCTIONS (B)	5,285.83	63,430.00
TOTAL (A-B)	44,714.17	5,36,570.00

Place of Work

Due to extraordinary pandemic situations prevailing across the globe, currently AurigaIT is providing work from home facility to all its team members but as soon as situations normalises as well as it seems safe to work from office, you will be posted at Jaipur. However, you may be required to relocate immediately or in due course, if the position requires deputation/ relocation to another office of Auriga IT Consulting Pvt. Ltd., or to a Client or a Vendor location, in India or abroad.

Working Days and Hours

Auriga IT Consulting Pvt Ltd

Reg. Add. :111/306, Vijay Path, Mansarovar, Jaipur 302020, Rajasthan

Branch Add.:4th Floor, UDB Landmark, A-6, Basant Bahar,

Tonk Road - Jaipur - 302018, Rajasthan

CIM: U73100PT2016PTC630719

Dr. Mahesh Bundeale
Contact: +91 7976 121212

Director
Poonima College of Engineering

ISI-6, RILCO Institutional Area
Ghatapada, JAIPUR

Your working hours are flexible and will depend on the project you are working on. It is essential to complete at least 40 hours of work in a week. Also you would have to abide by all the other office rules and regulations.

Leaves and Holidays

You are eligible for Unlimited Leaves (with the prior written Approval of manager on mail and HR Tool).

Leaves can be availed only on approval from the Manager and that could be for any number of days. A maximum of 10 consecutive working days can be given as Approved Paid Leave, at a time. There will be 15 official yearly holidays which will be published every year.

Probation

You will be on probation for a period of 4 months. The probation period can be extended further if your performance/conduct is not satisfactory, at the sole discretion of the management. You will continue to be on probation until confirmed in writing.

The revised salary will be applicable once you clear your probation, before that you are eligible for the amount of INR 15,000 as monthly stipend.

Appraisal

Regular performance reviews will be done to assess your suitability, the appraisal would be conducted periodically and the annual appraisal will be done on or before completion of your one year of joining.

Statutory compliance

Tax Laws – TDS is deducted by the company as per the Indian tax laws. PF Laws - PF is deducted by the company as per PF Act.

ESIC Laws - ESIC is deducted by the company as per ESIC Act.

Company Policies

You agree that as part of your job responsibilities, you will follow the guidelines, standards, rules, policies and practices of the Company prevailing from time to time. You agree that the Company may change any of the Company's guidelines, standards, rules, policies and practices from time to time, and that such changes will apply to your job responsibilities and be binding on you after the effective date of the change. Such changes may affect or result in a modification of the terms and conditions governing your employment which are set out in this or elsewhere, and you shall be bound by such changes as long as they are permitted by law. For the avoidance of doubt, nothing in this agreement shall affect or be construed to prejudice or override any of the Company's obligations imposed by law, and the terms of this Appointment Letter shall be read subject to such legal obligations, and where there is any inconsistency between the terms and such legal obligations, the terms of this Appointment Letter shall be deemed to be modified to the extent of such inconsistency. You warrant that you are under no contractual and/or legal duty or obligation arising from any other contracts you may have entered into which restrains you for whatever reason from being employed by or working for the Company and you agree to indemnify the Company against any loss or damage that the Company may suffer arising out of your breach of the foregoing warranty or out of any other contractual obligations you may have that are inconsistent with or in conflict with your duties and obligations under this Appointment Letter. Kindly note that any action of yours, contrary to any of the above mentioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions of your appointment.

Personal Taxation

Your salary and perquisites are subject to Income Tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the company does not accept any responsibility for its accuracy.

Relocation/Training Clause

If the company provides you with relocation assistance and/or notice pay to acquire you from your existing employer as decided at the time of your appointment, you agree and acknowledge that the

company will incur heavy expenditure and cost for your joining and you also agree and warrant that you will work for a continuous period of at least 12 months. However, if under any circumstances you leave the company or the company terminates you due to gross negligence on your part before the expiry of a period of 12 months on receiving all or part of your relocation expenses or buy out amount, you shall be bound to repay the company all such expenses and allowances as applicable or otherwise and the company shall also be entitled to deduct any such amount from your last salary, full & final settlement or from other modes of recovery under law.

Non-solicitation of Clients

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to solicit, get employed or carry out any work of the same nature for any client, customer or client's associates of Auriga IT Consulting Pvt. Ltd with which Employee had any contact or dealings whilst employed by Auriga IT Consulting Pvt. Ltd.

Non-solicitation of Employees

Employee agrees that for a period of three (3) years following the termination of this employment offer for whatever reason, he/she shall not, either personally, or as an employee, consultant or agent for any other entity or employer, seek to offer or get any work done from the Auriga IT Consulting Pvt. Ltd. existing employees or ex-employee who resigned in the last 1 year.

Conflict of Interest

While in your active employment in Auriga IT Consulting Pvt. Ltd., you are not allowed to be in active/part-time, advisory, consultant, directorship employment with any other organization.

Copyright and Other Intellectual Property

1. All work produced for the Company by Employee under this employment offer or otherwise and the right to copyright all other intellectual property in all such work are the sole property of the Company and/or its Clients.
2. Employee agrees that the Company shall have sole and exclusive ownership of Trademarks, Trade names and Intellectual property rights in respect of product / information / material of the Company and/or its Clients.
3. Upon any termination, Employee shall promptly return any or all material supplied by the Company and/or its Clients, in his/her possession when requested during the employment offer or without request on completion of the project. Employees have no right to withhold any of this information.

Confidentiality

You are required to maintain the confidentiality of the data, other company details as entrusted to you and not share it with partners, vendors, suppliers, media etc unless necessary/ legally appropriate. The breach of trust may result in financial penalties, expulsion from the designation, and also legal action if necessary.

Employee's Obligation

The Employee must handle the given work in a professional manner and shall at all times adhere to a professional code of conduct. It shall be the employee's obligation to complete the given work on time and to the best of his/her abilities.

Acceptance of Offer

The Employee accepts the employment with the Company upon the terms and conditions as set out in this Agreement and shall devote all his/her time, energy and ability to the interest of the Company and to perform the duties for the interest of the Company in an efficient, trustworthy, professional and

workmanlike manner.

Signing and acceptance of this Offer Letter shall be considered as deemed acceptance of the employment from the Employee and hence it will be appropriate to assume that the Employee shall be joining the organisation, subject to the terms and conditions laid down in the subsequent Appointment Letter. An Employee shall hence not be allowed to revoke their acceptance of the Employment post signing of this Offer Letter.

Duties

The Employee shall devote his/her best efforts and time for performing the duties on behalf of the Company. The Employee shall perform services under this Agreement during the working hours as assigned and scheduled by the Company; or more than such working hours if required for performing the roles in special circumstances.

The Employee shall be prompt in reporting to work at the assigned time to the senior designated.

The Employee shall perform all his duties and responsibilities in the best of interest of the Company.

The Employee shall disclose to the Company any prior obligation, relationship or commitment that is in conflict with this Agreement or with prior Company, undertaken by the Employee.

Exclusive employment

The Employee is required to devote the whole of her time, attention and abilities during the hours of work to duties for the Company. The employee may not, under any circumstances, whether directly or indirectly, undertake any other duties, of whatever kind, during the hours of work for the Company.

The Employee, while being employed with the Company, shall not without the prior written consent of the Company (at the sole discretion of the Company and the decision of Company being final) engage, whether directly or indirectly, in any business or employment which is similar or in any way connected or competitive with the business of the Company in which the employee works or any work otherwise which could or might reasonably be considered by others to impair the ability of the employee to act at all times in the best of interest of the Company outside the hours of work for the Company. Any employee in breach of this requirement will be subject to disciplinary procedure and may be dismissed.

Service Agreement

On successful completion of the probationary period, employees would be converted into full time employees and would be entitled to receive compensation as mentioned in the "Salary Breakup".

Herein the employee agrees to sign a service agreement of 12 months from the date of confirmation of full time employment. Whereas the employee would not resign from the services before completion of 12 months of full time employment with the organisation. In case of extraordinary situations if an employee tender resignation before completion of 12 months they need to pay 3 months of gross salary to the company. In these situations the company has the right not to provide an experience certificate for the time the employee has been associated with the company.

Trade Secret

The Employee agrees, understands and acknowledges that in terms of performance of his role and duties with the Company and/or its clients the Employee shall be exposed to various information of the Company and/or its clients. For clarity, the Trade Secret shall mean any information or material that is commercially valuable to the Company and/or its clients and not generally known or available in the industry or any third

party. This shall include and is not limited to the following:

1. Any and all versions of the Company's and/or its clients products and services, including source codes, product data and specifications, diagrams, flow-charts, drawings, test results, know-how, processes, inventions, research projects and product development;
2. Technical information concerning the Company's and/or its clients products and services, including product data and specification, source codes, diagrams, flow charts, drawings, test results, knowhow, process, inventions, research projects and project development;
3. Information concerning the Company's and/or its clients business, including cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, suppliers lists and supplier information and advertising strategies;
4. Information concerning the Company's and/or its client's employees, including their salaries, strengths, weaknesses and skills;
5. Information submitted by the Company's customers, suppliers, employees, consultants or co-venturers with the Company for study, evaluation or use; and
6. Any other information not generally known to the public, which, if misused or disclosed could reasonably be, expected to adversely affect the Company's and/or its client's business.

The Employee agrees and understands to keep such Trade Secret, whether prepared or developed by him or not, in strict confidence. The Employee shall not disclose or use such Trade Secret without prior written consent of the Company and/or its clients. It is further agreed and understood by the Employee that in case there is breach of any such Trade Secret by the Employee to any third party, the Company shall incur irreparable and unliquidated damage and the Company shall have right to initiate legal action against the Employee, including civil as well as criminal proceedings, in addition and without prejudice to demanding a monetary compensation from the Employee.

Confidential information of others: The Employee shall not disclose to the Company, use in the Company's business, or cause the Company to use, any information or material that is a trade secret of others. While performing the duties and roles of this Agreement, the Employee shall not breach any prior obligation undertaken by the Employee prior to the employment by the Company. Also, in case the Employee is in breach of any such prior agreement, the Employee shall indemnify and keep indemnified and hold harmless the Company from any such third party claim or action. The Employee understands that his obligation to maintain the confidentiality and security of the Company's and/or its clients Trade Secret remains with the Employee even after the termination of the employment with the Company and shall continue to remain as long as such material remains a Trade Secret.

Data Protection

The employee consents to the Company holding and processing, both electronically and manually, the data that it collects about them in the course of their employment, for the purposes of the Company's administration and management of its employees and its business and for compliance with the applicable laws, procedures and regulations and to the transfer, storage and processing by the Company. The employee shall not copy/download/create a copy any of projects data/communications at time of exit.

Email and Information Technology System

The Company reserves the right to monitor emails and the use of Information Technology systems including use of the Internet. Personal use is not permitted without the express permission of the Company. Emails composed by the Employee must comply with professional business standards in terms of the content and language.

Abandonment

Absence from work for a continuous period of three days (including absence upon leave though applied for but not granted) or when overstayed for a period of five days after expiry of sanctioned leave, may make you lose your lien on the job and your services may automatically come to an end without any notice or intimation.

Termination of employment by abandonment as above explained, shall cause 2 months' salary deduction and/or payment to the Company; as per the prevailing situation. Moreover, no recommendation and experience letter shall be provided, if the 2 months salary has not been paid by the Employee. The discretion to waive such a condition for exceptional circumstances shall be entirely with the Company.

Termination by cause

The Company may terminate the employment of the Employee, with immediate effect, without giving any notice period and without any compensation or benefits, for the following reasons:

In case of negligence or misconduct by the Employee;

In case the Company feels that the Employee is unfit for the role that he/she is appointed for;

In case of non conformity and/or breach of the Employment terms and conditions;

In case of any time during employment, it is found that the Employee has provided details that are untrue, incorrect, fabricated or are obtained by incorrect means.

In case the Employee is found guilty of any dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without prior permission or any other conduct considered detrimental to the Company's interest and policies.

In case of above, the Company shall not be bound to provide any recommendation letter to the Employee.

Termination by convenience

This employment may be terminated without any reasons by the company, by giving one month

notice during the probation period or even after confirmation. However the Company may at its sole discretion waive-off the whole/or part of the notice period and relieve the employee with immediate effect. For the avoidance of doubt in case the Company waives off the notice period and relieves you with immediate effect/ prior to the expiry of notice period, it shall not be liable to pay any amount for the waived off period. Prior to leaving the Company, You will ensure that all your ongoing activities are successfully completed and properly handed over to the satisfaction of your manager/in charge/superior.

Employee - Termination and Notice period

As an employee of the Company, in case you decide to leave our services, you shall be required to serve two months' notice period. This notice period is also applicable to employees who are on probation. In case that an employee is unable to serve the notice period, then he shall upfront pay two months' salary in lieu thereof. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Company's discretion.

Summary Dismissal

The Company may dismiss the Employee without advance notice and/ or payment in lieu thereof ("Summary Dismissal") and this agreement will terminate immediately, if the Employee:

- Does not perform the duties assigned to the Employee under this Agreement satisfactorily;
- Violate any of the terms of this Agreement;
- Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment.
- Becomes unavailable due to illness (whether physical or mental), unable to properly and effectively perform as provided in this Agreement for a period of 45 days in any consecutive period of 6 months;
- Expressly or by implication repudiate this agreement;
- Act in such a way as to bring to the Company, its clients, its associates, group companies, subsidiaries into dispute;
- Is convicted of a criminal offence;
- Is convicted of or charged with an offence including moral turpitude;

- Is declared bankrupt or insolvent by competent court of law;
- Suspension- Pending consideration by the Company of any of the matters potentially giving rise to a Summary Dismissal, the Employee may be suspended from duty on half pay at the company's discretion for not more than 6 months.

Accept this job offer:

Sign this job offer letter where indicated below, and at the bottom margin of all pages, also mention "ACCEPTED" at the bottom line.

Decline this job offer:

Sign this job offer letter where indicated below. Mention "DECLINED"

Mail all pages of this offer letter back to us by 14-08-2021 . If we do not hear back from you before 14-08-2021 ,we will have to assume that you have declined the offer.

Candidate's signature Accepted/declined

Date:

Place:

For Auriga IT Consulting Pvt. Ltd.



Nisha Saini
Manager - Talent Acquisition

Offer Letter

Date: - 11th June' 2022

Mr. Manan Bhargava,
Jaipur

Dear Mr. Manan,

1. With reference to your application and subsequent interview you had with us, we are pleased to offer you a position as **"Sales Coordinator"** in our organization – **Stone Age Pvt. Ltd.** and **your Date of Joining will be 20th June' 2022** on the terms & conditions mutually discussed and agreed to.
2. Please note that the regular letter of appointment stipulating detailed terms and conditions of your appointment will be issued to you after your joining duties with us.
3. However, in the meantime, you are required to undergo and clear a medical check-up at a medical centre for medical fitness.
4. Also, please arrange to submit the following documents to the personnel department of the Company before joining duties:
 - Passport size photograph - 5 Nos.
 - ID Proofs of Date of Birth (Aadhaar card, PAN Card, DL, Passport, Voter ID Card)
 - Educational Certificates (10th, 12th, Graduation & PG or diploma if any)
5. This offer is valid till **Validity date**. Therefore, you are required to join your duties on or before this date at the below mentioned address.

Reporting Time: - 10:00 AM

Joining Address: - Stone Age Pvt. Ltd., Sanganer, Jaipur

6. On arrival, please contact to HR Department – **Ms. Ayushi Jain**
7. This offer is valid subject to satisfactory Antecedent Verification.

Thanking you,

Yours faithfully,
HR Department
ORVI Design Studio


Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director
Poornima College of Engineering
ISI-6, RICO Institutional Area
Ghatapada, JAIPUR

CTC Break-up

Name	Manan Bhargava	
Department	Sales	
Designation	Sales Coordinator	
CTC (Rs.)	Monthly	Yearly
<i>Basic Salary</i>	16000	192000
<i>HRA (Max limit is 40% of basic)</i>	4800	57600
<i>Children Allowance</i>	0	0
<i>Uniform Allowance</i>	0	0
<i>Washing Allowance</i>	0	0
<i>Special Allowance</i>	400	4800
Gross Salary	21200	254400
<i>Performance Based Incentive** (PBI)</i>		
<i>Gratuity</i>	770	9240
<i>Bonus</i>	648	7776
Deduction's		
<i>PF</i>	0	0
<i>ESI</i>	0	0
Total Deduction's	0	0
Pay Slip Net	21200	254400
Total CTC (Rs.)	22618	271416



Dr. Mahesh Bunde
B.E., M.E., Ph.D.
Director

Poornima College of Engineering
ISI-d, RICO Institutional Area
Ghatapada, JAIPUR



APPOINTMENT LETTER

April 29, 2022

Dear Mihir Manoj,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:


Dr. Mahesh Bunde
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- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - You have any pending backlogs/ arrears on the date of appointment.

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


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Sitapura, JAIPUR

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

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

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2008


Dr. Mahesh Bunde
 B.E., M.E., Ph.D.
 Director
 Poornima College of Engineering
 1510, RII CO Institutional Area
 Sitapura, JAIPUR

I Mihir Manoj, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Mihir Manoj

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV


Dr. Mahesh Bunde
 B.E., M.E., Ph.D.
 Director
 Poornima College of Engineering
 ISIRI, RILCO Institutional Area
 Sitapura, JAIPUR

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

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

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

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:


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Director
Poonima College of Engineering
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You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.


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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on join.


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

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI Prudential offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also offers a Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite.

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ **Signature** Mihir Manoj 29/4/2022 7:50 PM

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

Registered Office:

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