



Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Science & Commerce
(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'

ACADEMIC YEAR

2020 - 2021

I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704630

Powai Vihar, Powai, Mumbai - 400 076, Maharashtra, India. Tel.: +91 22 2570 4526 / 2570 4530
E-mail: cbscollege@gmail.com Website: www.cscollege.co.in



CRITERIA 5

5.2: STUDENT PROGRESSION

5.2.1 Placement of outgoing students

Total Number of Placed Students (2020-21): 118

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BARON

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Date: 17 March 2021

To,
Ms. Avani Ramesh Kamble
Room no 3 GL Compound, Near Maruti nagar,
Behind Hiranandani Hospital, Powai - 400 076

Sub: Telecalling Process Job - Offer Letter

Dear Candidate,

We are glad to inform that you are selected as an Executive Telecaller for Market Research Process. You are been hired on a contractual basis from 17 March 2021 onwards.

Following is your Work Profile / Terms & Conditions of the project:

- Work Timings** - You need to compulsory login at 10am and logout before 8pm.
- Leaves / Holidays** - Saturday, Sunday, Festival Leaves are not considered as paid leaves. We only consider your salary on the basis of working days. You need to compulsory work for 26 days in a month. You are granted to take upto 4 leaves if required.
- Targets** - Daily you need to achieve a Target of 300 Total Calls or 150 Productive Calls. (This target can also be achieved on monthly average basis).
- Notice Period** - You need to serve a notice period of 15 working days before leaving the project. Incase of no intimation, salary will be deducted of prior 15 working days.
- Daily Reporting** - Compulsory you need to upload your call recordings & best 5 recording on app & google drive respectively.
- Salary** - You are entitled with a salary of INR 10000 Per Month subject to calculations of 26 Working days & Achivement of Targets. Salary will be credited by 18th of every month in your bank account.
- Deductions** - No Salary will be paid incase of fake survey calls or fake data being found. No Salary will be paid, if you do not complete a minimum period of 26 Working days. Incase of call recordings deleted / lost, then salary for that day will not be considered.

We look forward for your cooperation with the above pointers to start ahead a long journey with our organisation.

Thanks & Regards,
Team BARON

107, Laxmi Apt, next to HDIL Kaledonia, Koldongri, Sahar road, Andheri (east). Mumbai - 400 069

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Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.

This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

A) Monthly Components-

1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable



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C) **Performance Bonus:**

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year, subject to the employees confirmation and completion of six months in the Company.

2. **Additional Benefits:**

A) **Mediclaime**

An employee will be entitled to other corporate benefits Mediclaime Policy. Please refer to the Mediclaime Policy on MyZone on joining for further details.

B) **Life Insurance**

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) **Retirals:**

Gratuity

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3. **Rules and Regulations**

Probation Period:

An Employee will be on probation for a period of six months. On satisfactory completion of the stipulated period, the appointment shall be confirmed subject to management's approval.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Motilal Oswal Financial Services Limited.
Regd. Office: Motilal Oswal Finance Sub-Motilal Oswal Finance Services Limited, 5th Floor, Trade Tower, 5, Vihar, Powai, Mumbai - 400029
Board: +91 22 2960 4200 Fax: +91 22 2772 1952, 115 117, 54374234/PLS/152297

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Meals:

As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.

Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person's,

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• Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leaves their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.

• Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company

Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

Alternative Employment

During the course of employment with the organization, the employee will not engage directly or indirectly in any trade, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

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Leave:

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company.

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Work From Home:

Work From Home (WFH): Company facilitate Work from Home for Associates, whose duties can be met by Associate through remote working, vide basic support of hardware & Software. WFH shall be applicable to all associates who have been advised by their reporting managers in line with consultation from Departments HODs to WFH either on Full-time or Partial basis. Associates shall adhere to the WFH policy available on Myzone.

As an integral part of the policy, management reserves the right to change / modify any clause in the policy. Management reserves the right to timely change the working conditions under WFH (Partial WFH, Total WFH or Discontinuing WFH i.e., Associates Reporting at Head/Regional/Branch Offices for Attendance Purposes).

Termination:

The service of an employee who is under probation period can be terminated by giving 15 day's notice or equivalent salary in lieu of notice. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any underhand means that may be detrimental to the Company.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.

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Registered Office: Motilal Oswal Tower, 5th Floor, Naraina, New Delhi, India. Telephone: +91 11 2611 1000. Fax: +91 11 2611 1001.
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Annexure

Name:	Devansh Jitendra Parmar	DOJ:	22 Mar 2021
Designation:	Executive	Location:	MH-Mumbai-Thane
Profile:	Business Development Executive	Reporting To:	Hemavathi Devar
Grade:	E2	Department:	DAD-Sales

Heads	Annual CTC
Basic	80,000
HRA	40,000
Minimum Bonus	16,800
Supplementary Allowance	41,595
PF	15,807
Annual Remuneration	2,00,000

Group Life Insurance	10,00,000
Group Medical Insurance	1,00,000
Mobile Reimbursement Upto	As per company policy

Note:

*If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

*Premium towards Parents Medclaim Policy is a part of CTC, subject to your details available on CIF portal. You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.

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

Acknowledged by:

Acknowledgement Date and Time

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Offer Letter - Ms. Rajkumari Vishwakarma

Neeti Vora <neeti.vora@polymerupdate.com> 14-09-2021 16:29

To: rajkumarivish2552@gmail.com Cc: Neeraj Rawal; Melvyn Taraporewalla; Gaurav Bhavsar; Dinesh Pawar

Dear Rajkumari,

This has reference to the personal interview you had with us. We are pleased to confirm your appointment as a **Jr. Software Developer** with **Shalimar Infotech Pvt. Ltd.**

We expect you to join us on **September 15, 2021**. Please note that the official appointment letter will be handed over to you on the date of joining the organisation. If in case you are not able to join us by the stipulated date, the offer will automatically be revoked.

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 do reply to this email as an acknowledgement of your acceptance of the offer.

--

Warm Regards,

NEETI A.VORA
Manager-HR

neeti.vora@polymerupdate.com

T. +91 22 61772000
1001/1002, Lodha Supremus, Opp. The World Towers, S.B. Marg, Lower Parel, Mumbai
400013, Maharashtra - INDIA.



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Offer: Computer Consultancy
Ref: TCSL/DT20217927596/Trivandrum
Date: 12/12/2021

Mr. Raju Suryanath Prasad
709, Jai Bhavani Mitra Mandal Chawl, Kranti NagarBail Bazar,
Kurla West,
Mumbai-400070,
Maharashtra.
Tel# 91-7738239466

Dear Raju Suryanath Prasad,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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Registered Office: Niramal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

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

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

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

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Raju Suryanath Prasad
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Chandrabhan Sharma College
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(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Vismaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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Tel. 25704526 / 25704530



10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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THE ENTREPRENEURSHIP NETWORK

Internship Offer with The Entrepreneurship Network

Date: 9/15/2021
Employee ID: TEN/PjM/2967
Document No.: TEN/OL/13909

Sushant s mengade
Sr chandrabhan Sharma college

Dear Sushant s mengade,

We are delighted & excited to welcome you to "The Entrepreneurship Network" as a Project Management - Associate, we believe that our team is our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with "The Entrepreneurship Network". The candidate is duly informed that he/she will not be eligible for any fixed stipend over the course of his/her internship. Your joining date is 9/15/2021.

We look forward to you joining with us. The Company Policies manual is attached below, please go through it thoroughly. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us on ten.hr.contact@gmail.com.

Congratulations!



Swetha Sabu
Chief Human Resource Officer
The Entrepreneurship Network



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Bennett, Coleman & Co. Ltd
7, Bahadurshah Zafar Marg, New Delhi 110103 T: 91 11 23302000
Registered Office: The Times of India Building, Dr. D.N Road, Mumbai 400001
Corporate Identity No: U22120MH1913PLC000391

July 30, 2021

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Ms. Jagdeep Kaur** student of **Chandrabhan Sharma College** has successfully completed Internship from **June 10, 2021** to **July 10, 2021** with **Results and Market Development** department of "BCCL", Location Mumbai.

The details of the Project are as follows:

- Project: E-Access
- Name of the Guide: Mr. Mukesh Lohana

During the internship period she was found dedicated, self-motivated and hard working.

Wish her all success in future endeavors.

For Bennett, Coleman & Co. Ltd.

Nachiket Upadhyay
Deputy General Manager - Human Resources

The Times of India The Economic Times Mumbai Mirror Bombay Times Speaking Tree Times Now
NavBharat Times Nav Gujarat Samay Maharashtra Times Ei Samay Vijay Karnataka Filmfare Femina
Hello RadioMirchi ET Now Zoom Romyed Now Movies Now Indiatimes Magicbricks Timesjobs Gaana

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Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLC041370

Date: 01-May-2021

Ref: 808101 /1874120/Permt

Mr. Nikhil Mahapatra
Panchvati A Wing 1003
Near SM Shetty School Mumbai Powai (Maharashtra) - 400072
Phone No: 9004060037

Subject - Offer of Appointment

Dear Mr. Nikhil Mahapatra,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on U1 band, operating out of our **Mumbai** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 235000**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **01-May-2021** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Anshika Sharma** at 9:30 AM to complete the joining formalities at **Tech Mahindra Limited, [Oberoi Garden Estate, Wing 'A', Near Chandivali Studio, Saki Vihar Road, Chandivali, Andheri (East), Mumbai – 400 072, INDIA.]**. At the time of joining, you are expected to carry originals of the documents as per **Annexure – D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Anshika Sharma** latest by **01-May-2021**.

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9. For any clarification / further Information on-
- Employment terms and conditions, please get in touch with **Priyanka Palave** (E-Mail: PP00497097@techmahindra.com)

For Tech Mahindra Limited



Mukul Sah
Group Function Head (Support) – Human Resource

Encl: Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Check List of Documents), Annexure-E (Confidentiality Agreement), Annexure F – Intellectual property Assignment, Annexure-G – General Covenant, Annexure H – (Code of Conduct and Ethics).

Accepted

Date:

Signature of Candidate:

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Annexure – A

Name : Nikhil Mahapatra		
Designation : Associate Customer Support		
Grade : U1		
Total Cost to the Company - TCTC (Per Annum)	235,000	
Total Compensation (per Annum)	229,818	
Fixed Salary (per Annum)	229,818	
	Per Month (Rs)	Per Annum (Rs)
(A) Components of Salary		
Basic (20% of Fixed Salary)	3,830	45,964
House Rent Allowance (50% of Basic)	1,915	22,982
Personal Pay	11,592	139,104
Statutory Bonus	766	9,193
Total (A) in Rs.	18,104	217,242
(B) Retirals and Benefits		
Provident Fund (Employer's Contribution @ 12% of Basic Salary)	460	5,516
ESI (Employer's Contribution @ 3.25% of Total A)	588	7,060
Total (B) In Rs	1,048	12,576
Employee Contribution: (C)		
Provident Fund (Employee's Contribution @12% of Basic Pay)	460	5,516
ESI (Employee's Contribution @ 0.75% of Total A)	136	1,629
Total (C) In Rs	595	7,145
Take Home (A - C)	17,508	210,097
Gratuity		2,211
Insurance Premiums (towards GTLI and GPAL)		2,971
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -		
i) Insurance		
a) Group Term Life Insurance (GTLI) Coverage: You would be covered under the existing Group Term Life Insurance scheme of the company applicable to the employees in your respective grades as per the company policy and the same will be paid to the respective nominated beneficiary on the unfortunate death of the employee.		
b) Group Personal Accident Insurance (GPAL) coverage: You would be enrolled under the Company's GPAL scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.		
ii) Bonus / Statutory Bonus shall be paid in 12 equal monthly installments in advance along with your regular salary.		
iii) Gratuity : As per Payment of Gratuity Act.		
iv) Company Transport and Transport Allowance:		
- Company provided transport is available only in ODD hour shifts		
- In the event of you availing Company provided transport in odd hour shifts to commute to and from office, a token amount of Rs. 500/- p.m. will be deducted from your salary, for one side transport it will be Rs. 250/- p.m.		
Notes:		
The Company reserves the right to amend, modify, rescind / reinstate the above mentioned policies & schemes partly or completely at any point of time.		
With Best Wishes, For Tech Mahindra Ltd.		Accepted by :
Mukul Sah Group Function Head (Support) – Human Resource		Location : Date :

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Annexure – B

1) Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of The Company.

b) Secrecy

You are expected to maintain utmost secrecy with regard to the affairs of The Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Tech Mahindra Limited. or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients.

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated.

c) Employee data – By accepting this Offer and furnishing your personal data to the Company, You are according your irrevocable consent to Company to possess, deal with or handle Your sensitive personal data either by itself or through any third party agency during the term of your employment with the Company subject however to the terms of the Privacy Policy of the Company. You are aware that your personal data is confidential in nature and Company shall process the same in the course of its business, in terms of its privacy policy with due and reasonable care.

d) Conflict of Interest

Your position with The Company calls for whole time employment and you will devote yourself exclusively to the business of The Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with The Company, without written permission from The Company. Contravention of this will lead to termination of your services from The Company without any notice, with or without any liability on the part of The Company for payment of any compensation in lieu of such notice as per the procedure mentioned in Section 3.

e) Non-Solicitation / Non-Compete

You acknowledge that you have signed Covenant against Disclosure and Covenant Not to Compete/Non-Solicitation ("Covenant"), which is incorporated into this Agreement by reference and is made a part of this Agreement and that it constitutes an integral part of the terms of your employment. In the Covenant, you have



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UP - 210 301
Tel: +91 12 0400 5000
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techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN: L84200MH1198PLC041370

agreed that for a period of twelve months following termination of your employment for any reason whatsoever you also confirm and agree that these restrictions are reasonable and are legitimately required to protect the business interest of the Tech Mahindra Ltd.

- (i) You will not solicit business and/or sell services/products or build business relationship with customers, you were directly or indirectly involved with, during your tenure in Tech Mahindra Ltd
- (ii) You will not interfere with its business relations, including but not limited to soliciting or providing services to any of Tech Mahindra's clients (except as directed by Tech Mahindra Ltd), directly or indirectly.
- (iii) You will not be employed by a client of Tech Mahindra Ltd for which you performed services while employed by Tech Mahindra.
- (iv) You will not solicit or induce Tech Mahindra Ltd associates to join a client or to compete with Tech Mahindra Ltd.
- (v) You undertake not to solicit or induce or endeavor to solicit or induce any consultant, supplier or service provider to cease to deal with the Company and shall not interfere in any way with any relationship between a consultant, a supplier or a service provider and the Company.

f) Exclusivity of Services, Publications, Gifts/Anti-bribery

You shall devote all work efforts exclusively to The Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any direct or indirect participation in other enterprises of any kind requires the prior written consent of The Company. The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the board of directors or supervisory board of other enterprises shall be subject to The Company's prior written consent. Any publications and lectures by you on topics relating to The Company's business or interests shall be subject to The Company's prior written consent.

You agree, to not accept or demand loans, rewards or other benefits, or promises thereof, from The Company's clients or other persons with whom the Associate has official or business contacts in the context of the Associate's activities for The Company, without The Company's prior written consent.

You hereby covenant and undertake that you will:

- Not engage in any actions that are, or could be seen to be, bribery of foreign public officials as described in the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Foreign Corrupt Practices Act of the United States of America (the "FCPA"), the Anti-Terrorism, Crime and Security Act 2001 and Bribery Act, 2010 of the United Kingdom of Great Britain and Northern Ireland; and
- Comply with all United Kingdom, United States, German and other Applicable Law prohibiting bribery and in doing so will provide nothing of value to any government official.
- Not directly or indirectly offer or have offered or give or given or agree or agreed to give or given to any person any gift, success fee, rebate or consideration of any kind whatsoever including speed or facilitation

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money or indulge in any activity as an inducement or reward for influencing or carrying out any act and specifically in relation to any business opportunity or a customer including for the purposes of collection or for showing any favour or disfavour to any person or persons in relation to such performance.

- You hereby agree not to involve in receiving any gift/bribery during your tenure with the Company. You shall abide and follow the Company's anti-bribery policy which is hereby incorporated for reference. This Company policy shall be amended from time to time.

g) Confidentiality / Non-Disclosure

- You must return to The Company, upon request, and in any event, upon termination of your employment, all documents and tangible items which belong to The Company or which refer to any confidential information and which are in your possession or under your control.
- You must, if requested by The Company, delete all confidential information from any reusable material and destroy all other documents and tangible items which contain or refer to any confidential information and which are in your possession or under your control.
- All software, systems, ideas, concepts, designs, documentation or any other material produced by you, during the period of your assignment to the Tech Mahindra will either be Intellectual Property of the Tech Mahindra or that of its customers. You will not have any rights to such material as described above.

You shall execute / sign the Confidentiality Agreement as and when required by Tech Mahindra Limited or the Client.

h) Non-Disparagement Obligations

You covenant and agree that, during the term of your employment and anytime thereafter, neither you nor any of your legal heirs or any person acting on your/their behalf, will in any way publicly disparage, bring into disrepute, defame, libel, slander or otherwise criticize the Company, its subsidiaries, affiliates, successors, assigns, officers, directors (including any former directors/ officers of the Company or its subsidiaries), employees, shareholders, agents, attorneys or representatives, or any of their clients, customers, partners, other service providers, or any of their products or services, in any manner that would damage the business or reputation of the Company or any of its clients, customers, partners, other service providers. Any violation of this section shall necessitate an investigation and appropriate disciplinary action including termination from the services and/ or appropriate legal action.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, The Company reserves the right to send you on training/deputation/secondment/transfer/assignments to sister companies, associate companies, clients' locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

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You shall, only at the request of The Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Termination of Employment

- (a) Either party can terminate this employment by serving a notice of 30 days on the other. The Company may at its absolute discretion make a payment representing salary (basic) in lieu of notice of termination. However, for cause like misconduct, gross negligence, willful insubordination or disobedience, misbehavior or non-performance, Tech Mahindra Limited. may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- (b) In the event of your serving on The Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the relevant policies in force at that point in time, subject to satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties.
- (c) In case of Associates who are governed by any other service agreement(s) for serving a minimum stipulated period, the associate will need to mandatorily fulfill requirements of **Clause 3(a)** along with applicable exit policy clauses under stipulated service period agreed to and provided therein.
- (d) Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- (e) You will be governed by The Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated as per the procedure mentioned in **Clause 3(a)** herein above. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- (f) Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services as per the procedure mentioned in **Clause 3(a)** herein above on the grounds of misrepresentation of facts.
- (g) In addition to The Company's right to carry the above verifications, you shall fill in and sign the Criminal Disclosure Declaration Form. In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or subsequent to your joining The Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment as mentioned in **Clause 3(a)** or take appropriate disciplinary action against you or revoke this

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Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.

- (h) The Company reserves the right to carry out banned/ illegal drugs/narcotic substance screening tests on you at any point of time during your tenure. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks, banned/ illegal drugs/narcotic substance screening tests and verifications are carried out by The Company or a third party agency engaged by The Company. Arising out of such verification or check or otherwise, if it is detected that the information furnished by you in your application is mis-stated or is unstated or document submitted by you are not correct or banned/ illegal drugs/narcotic substance screening tests, results are positive, The Company shall, at its sole discretion be entitled to fore with terminate your employment as per the procedure mentioned in **Clause 3(a)** herein above and/or revoke your appointment with The Company, without further reference in the matter.

4. Statement of Facts

- (a) It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by The Company, The Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
- (b) You confirm and represent that there exists no personal circumstances which are likely to affect your liability to discharge your obligations in the course of your employment. You further undertake to notify, your line manager and HR Manager immediately of any material change in personal circumstances that may have impact on the status of your employment including, but not limited to, criminal convictions and/or cases pending, health issues, right to work in the country where work is to be performed etc.

5. Company Policies

You are required to comply with all the policies of the Company including but not limited to the Code of Ethical Business Conduct, the Policy on Prevention of Sexual Harassment and such other policies, as communicated to the associates of Tech Mahindra from time to time. In case of any violation or failure to comply with such Company Policy/policies, the Employee shall be subjected to the disciplinary action as per company policy. These policies are available on Tech Mahindra's intranet. You are requested to visit the site at frequent intervals to get all updates / changes. By signing a copy of this letter, you are consenting that you will visit the intranet site and get familiar with Tech Mahindra's policies. Tech Mahindra reserves the right to interpret, change, suspend or terminate any of its benefits, policy plans or programs in accordance with its needs from time to time.

6. Personal Indebtedness

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Tech Mahindra Limited shall not be responsible for personal indebtedness or other liabilities incurred by you, during/prior to your employment with Tech Mahindra Limited. You understand and accept that you shall have no authority to pledge the credit of Tech Mahindra Limited to any person or entity without Tech Mahindra Limited's prior written authorization.

7. Restraints

Access to Information

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorized through access privileges approved by unit Mentors or Project Mentors.

Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing The Company.

Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premises including conference rooms, lobbies, is declared as "No-Smoking Zone".

Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same.

Unauthorized Software

You shall not install, download, copy and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

Security

Security is an important aspect of our communication and office infrastructure. We have security personnel deployed on all the floors who take care of the security. Those of you who wish to work late or early hours are requested to produce their identity cards to the Security personnel on demand. If there is a need to take some of the equipment's/infrastructure out of the office premises for any reason the associate shall obtain the gate pass from the security staff after the authorization from your mentor.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, The Company uses sophisticated data encryption devices. Your work table and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team member's table or storage.

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**Tech
Mahindra**

Tech Mahindra Limited
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+91 12 0400 5001
Fax: +91 12 0423 1926

techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLC041370

(a) **Destroying Papers & Material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

(b) **Use of Company Resources**

(i) You shall use The Company's resources only for official purposes as per the applicable Company policy.

(ii) The Company shall have the right to access the files, folders and data stored in the official laptop provided to you by the Company and to keep track on individual users activity and logs stored in the official laptop. Further the Company may also monitor the emails and email traffic in your official mail id provided by the Company as measure to ensure compliance with Company's policies and network security. You also authorize the Company representative to access all the data and information stored under your mail id during and after employment with the Company and this access is provided under the applicable data privacy laws. You also expressly waive any other rights as may be available under the applicable Data Privacy laws against the Company for providing such access.

(iii) You shall access only those web sites, which are relevant to your work at hand.

(iv) You shall not use any company resource for hacking or other unethical / illegal activities.

(v) You shall not circulate or distribute offensive/pornographic material through e-mail or in any other manner.

8. Overseas Service Agreement

As The Company will be spending substantial amount of time and money for your deputation /secondment abroad, you may be required to sign a deputation agreement with The Company and may also be required to execute a Surety Bond on such terms, as The Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving The Company for a stipulated period).

9. Intellectual Property Rights

You agree to disclose any invention, development, process, plan, design, formula, specification, program or other matter of work whatsoever (collectively "the Inventions") created, developed or discovered by you, either alone or in concert, in the course of your employment and the same shall be the absolute property of The Company. Any Intellectual Property Rights and rights to inventions arising out of your activities hereunder, or if ownership rights cannot be transferred under applicable law, any exploitation rights relating thereto, shall be transferred to The Company in accordance with applicable law. You shall, as and when requested by The Company (at Company's cost and expense), assist The Company in perfecting the Intellectual Property Rights in any manner The Company deems fit. You shall execute/sign the Intellectual Property Rights Assignment document as and when required by Tech Mahindra Limited or the Client.

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10. Jurisdiction

Even though The Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts in **Mumbai** only.

11. Retirement

Your services with the Company will come to an end immediately upon your attaining the age of retirement as per the then prevailing policy of the Company. For the purpose of determining this, the age recorded with The Company shall be considered as final and conclusive.

Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this letter.

12. General

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Working Hours, Retirement, Code of Conduct, etc. you will be governed by the rules of The Company as shall be in force from time to time.

13. You shall be present in the office during normal working hours as specified in the policies or during hours expressly designated for you in writing. Depending on organizational requirement or project contingencies your working hours / work days may be modified/ altered from time to time. The Company does not encourage overtime work and accordingly does not have a policy for payment of overtime.

14. You shall provide details regarding the utilization of your time by entering the same into Tech Mahindra Limited's electronic timesheet system on a daily basis. In case you are attached to any project where the client may have requirement of recording specific time-efforts, you shall comply with such requirement also, in addition to Tech Mahindra Limited's timesheet system.

15. This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize The Company or any external agency through Tech Mahindra Limited to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining The Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure – B and I hereby accept and agree to abide by them. I am also required to fill the EMPLOYMENT VERIFICATION FORM, complete

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in all respects and bring it along with all the other documents / testimonials as required (Annexure D) at the time of joining.

Name in full :

Signature :

Address :

Date :

Place :

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Annexure- C - Medical Declaration

MEDICAL DECLARATION FORM			
Applicant ID <i>(To be filled by HR)</i>		Associate ID <i>(To be filled by HR)</i>	
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Gender: Male / Female	<input type="text"/>	Date of birth (DD/MM/YYYY)	<input type="text"/>
		Blood Group	<input type="text"/>

Candidate's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any defect or problem of vision?			
Can you readily distinguish between the pigmentary colors?			
Do you suffer from a degree of deafness which would prevent your hearing of normal conversation?			
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been diagnosed to have any Psychiatric ailment including Depression, Anxiety Neurosis, Phobic Disorders, Schizophrenia, Manic Depressive Psychosis or any other Psychiatric illness?			
Have you ever been diagnosed with an alcohol or drug abuse problem? If yes, are you on treatment for the same?			
Have you ever been disqualified on medical grounds from any previous employment opportunity?			

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Have you ever been suffering from any Medical condition that may require you to take Medical Leave over the next 12 months?			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer, Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Diabetes
<input type="checkbox"/>	High Blood Pressure	<input type="checkbox"/>	Stroke
<input type="checkbox"/>	Night Blindness	<input type="checkbox"/>	Valve Disorders
<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Slipped disc
Any other major disease/illness that you may be willing to disclose			

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Candidate's Declaration:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature:

Name:

Date:

(DD/MM/YY)

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Annexure – D – Checklist of the Documents

At the time of joining, you are requested to bring the following documents in **original(For Verification only)**, along with 1 copy of each.

- (a) Certificates' supporting your educational qualifications along with marks sheets
- Xth Certificate & mark sheets
 - XIth Certificate & mark sheets
 - Degree Certificate & Semester/year-wise mark sheets
 - Master's Certificate & Semester/year-wise mark sheets
 - Diploma/PG Diploma Certificate & Transcripts
 - Any other Certificate with supporting documents – if any
- (b) Your relieving letter from your present organization
- (c) Service Certificate from the last employer as well as all previous employers.
- (d) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed.
- (e) Two passport-sized color photographs with white background.
- (f) Valid Passport
Please submit copy of the valid Passport (inclusive of all blank pages). In case you have applied for it, please submit the proof of Passport Office submission ticket. Upon receipt of Passport from Passport Office, please submit the documents to HR.
- (g) PAN Card and Proof of PAN Number
You MUST carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number. If applied for please submit a copy of the acknowledgement as issued by the Income Tax authorities.
- (h) Aadhaar Card
You MUST carry and provide your Aadhaar Card copy. Please note that it is mandatory to provide your Aadhaar card number for processing KYC in EPFO portal. If applied for, please submit a copy of the acknowledgement as issued by the authorities.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, The Company reserves the right to revoke the offer.

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Annexure E - Confidentiality Agreement

I understand that during my employment with Tech Mahindra Limited., I will have access to information for its customers, suppliers, vendors and licensors, any or all of which are referred to in this agreement "Tech Mahindra Limited. I also understand that this information, whether technical or non-technical is commercially valuable. It is referred to in this agreement as "confidential information".

A few examples of confidential information are given below. However these examples do not list all of the types of confidential information which I may develop or to which I may have access:

- 1) Information of a business nature such as marketing, underwriting, associate customer and claimant data, sales, and list of customers, including future developments and planning concerning them.
- 2) Computers /software programs and associated documentation and material which are propriety to Tech Mahindra Limited or which Tech Mahindra Limited. is under an obligation to prevent this disclosure.
- 3) Information from Tech Mahindra Limited's vendor and supplier which is confidential, propriety or copyrighted.
- 4) I hereby agree that :
 - The confidential information shall remain the sole and exclusive propriety of Tech Mahindra Limited and I shall regard it as confidential and secret information.
 - The confidential information is the property considered to be the trade secrets of Tech Mahindra Limited because it involves processes and compilation of information which are secret, confidential, and not generally known to the public and which are the products of expenditure of time, effort, money, and /or creative skills of Tech Mahindra Limited.
 - The use of confidential information is furnished to me during my employment on a confidential and secret basis for a sole and exclusive use and pursuing my employment duties at Tech Mahindra Limited.
 - I will not, during and after my employment at Tech Mahindra Limited., publish, disclosed, or otherwise divulge the confidential information to any person not specifically authorized by Tech Mahindra Limited. to receive such information.
 - I will not copy and confidential information for any purpose except with the express consent of the Tech Mahindra Limited. Officials or the expressed written authorization of the third party owner.
 - Upon termination of my employment with Tech Mahindra Limited., or at any other time at Tech Mahindra Limited. request, I agree to return promptly to Tech Mahindra Limited., all confidential information, including but not limited to all manuals, letters, notes, notebooks, reports, formulae, computer programs and associated documentation and material, memoranda, customer list and all other materials and all copies of them relating in any way to Tech Mahindra Limited which in any way were obtained by me during my employment at Tech Mahindra Limited .which are in my possession or under my control. I further agree that I will not make or retain any copies of the above mentioned information and will so represent to Tech Mahindra Limited. upon termination of my employment.
 - This confidentiality agreement will continue to be in effect after the termination of my employment with Tech Mahindra Limited.
 - IF any provision of this agreement is declared invalid or unenforceable with respect to a particular occurrence or circumstance or otherwise, that will not affect the validity, enforceability, or applicability of any other provision of this agreement.

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**Tech
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Name:
Signature:
Date :

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Annexure - F - Intellectual Property Assignment

Associate Name:
Associate ID:
Date:

In consideration of my employment with Tech Mahindra Limited and in view of the confidential nature of employment by reason of which I will obtain and have obtained special knowledge of Tech Mahindra Limited and business, its necessities and plans and the information of its customer, I hereby agree as follows:

(a) Intellectual Property Assignment

I hereby assign, to Tech Mahindra Limited or its successor, designees or assigns, any and all rights in any design, invention, discovery, or other intellectual property (including without limitation, right to apply for and obtain a patent) which I may create, develop or assist in creating or developing during my employment which design, inventions, discovery and other intellectual property relate to services provided/ to be provided or products or systems manufactured or developed or licensed or sold by Tech Mahindra Limited whenever made by me and for any work made and/or created or cause to made and/or created in the course of my employment whether on the customer project or otherwise.

Tech Mahindra Limited shall be the first owner of the copyrights therein and for work made and/or created or cause to made and/or created in the course of my employment. If by virtue of any law or any judgment, Tech Mahindra Limited is not the first owner, then I hereby assign, exclusively and irrevocably, the same, wholly and generally, forever throughout the world, without any obligation of payment of royalty or any other sum of money or benefit(s), the whole of the copyright(s) in all such work(s) and further waive all my moral rights wholly in favour of Tech Mahindra Limited I also agree to sign on demand, whether during the employment or any time thereafter, any papers and do any acts which may be deemed necessary or desirable by Tech Mahindra Limited to secure to Tech Mahindra Limited., its successors, designees, or assign, any right relating to such design, invention, discovery, copyright or intellectual property and improvement including patents in India or any other foreign country.

(b) Restrictions after Termination

I further agree upon termination of my employment to surrender to Tech Mahindra Limited all software programs, data (whether in hard copy form or in electronic form), notebooks, designs, drawings, blueprints, writings, manuals, price books, any business or market information, business and technical brochures, service models and techniques and other documents and materials (including all copies) then in my possession or control, which relate in any way to the business, research, development, sales, sales promotions, marketing or customer's information or other activities of Tech Mahindra Limited The obligations stated under this Agreement shall survive the termination or discontinuation of my employment with Tech Mahindra Limited.

WITNESSED

ACCEPTED



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Annexure – G

Agreement – General Covenant Against Disclosure and Covenant Not to Compete / Non- Solicitation

In consideration of my employment "Tech Mahindra Limited", and in consideration of the wages or salary to be paid to me, and regardless of the duration of my employment, I enter into the following agreements:

1. I agree to perform competently, diligently, reliably, and to the best of my ability all duties required of me from time to time by Tech Mahindra Limited I shall not directly or indirectly, either as an associate, employer, consultant, agent, principal, partner, stockholder, corporate officer, director or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of Tech Mahindra Limited during the term of my employment with Tech Mahindra Limited either within or outside of business hours.

2. I acknowledge and agree that I am bound by all of the terms and conditions of my Service Agreement in addition to the terms and conditions of this agreement.

3. Actions Required on Termination: Upon termination of my employment at Tech Mahindra Limited whether voluntary or involuntary (or at any other time upon the request of Tech Mahindra Limited.), I shall return to Tech Mahindra Limited all of its property of which I have had custody, including all handbooks, manuals, notebooks, supplies, credit cards, keys, disks, tapes, records, statistics, data and Confidential Information (defined herein) for which I have acquired by virtue of my employment, regardless of form or media.

4. Covenant Against Disclosure: I understand that it may be desirable and necessary for Tech Mahindra Limited or any of its suppliers, licensors, licensees or customers to disclose to me information which may include, by way of illustration and not by way of limitation, technical information, designs, drawings, processes, systems, procedures, formulae, test data, improvements, price lists, financial data, code books, invoices, financial statements and other financial information, computer programs, disks, printouts, sketches, customer and prospect contacts, customer and prospect lists, names, addresses or any other compilation of information written or unwritten (both individually and collectively referred to herein as "Confidential Information") during the course of my employment.

Because I will have access to and become familiar with such Confidential Information, I hereby agree to accept and retain such Confidential Information in confidence and agree, at all times during or after the termination of my employment, not to, directly or indirectly, disclose, reveal, use, copyright or patent such Confidential Information, without the prior written consent of an authorized officer Tech Mahindra Limited I also agree to keep the contractual relationships of Tech Mahindra Limited with its suppliers, licensors, licensees, customers, contractors, and subcontractors confidential, including the names, addresses, or special requirements of Tech Mahindra Limited's customers. This Section 4 is intended to apply to all materials, which I may compile, as well as to all materials furnished to me by

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anyone else in connection with my employment.

a. Because it may not be clear to Associate which information is Confidential Information, in order to minimize the possibility of inadvertent disclosure, Associate agrees to consult with Tech Mahindra Limited before making any disclosure of information covered by this Agreement.

b. Associate may disclose information if such disclosure is directly pursuant to a valid and existing order of a court, or a governmental body or agency, within India; provided, however, that prior to such disclosure, the Associate (i) notifies Tech Mahindra Limited in writing of the prospective order, or proceeding giving rise to such order, and (ii) Tech Mahindra Limited has had the opportunity to prevent or limit such disclosure.

c. In the event of a breach or threatened breach of this Section 4 by Associate, Tech Mahindra Limited shall be entitled, in addition to all other remedies otherwise available to Tech Mahindra Limited to and Associate hereby consents to the issuance thereof forthwith in any court of competent jurisdiction without proof of specific damages. Associate waives any requirement for a bond in connection with any temporary or pendente lite injunctive relief.

d. In the event that Tech Mahindra Limited shall enforce any part of this Agreement through legal proceedings and obtains any judgment or order in such proceedings, Associate agrees to pay to Tech Mahindra Limited any costs and attorneys' fees reasonably incurred by Tech Mahindra Limited in connection with obtaining such judgment or order.

If any court should hold any part of the covenants set forth herein to be unreasonable, or otherwise unenforceable, the parties expressly agree that the covenants set forth herein shall be enforced to the extent that would otherwise be deemed reasonable or enforceable. In the event of any breach by Associate, the Non-Compete Period shall be extended on a per diem basis for the period that Associate is in breach.

5. Ownership of Work Product: Tech Mahindra Limited shall be the sole owner of all of my work product. For this purpose, "work product" means all inventions, improvements, discoveries, documentation, programming and technology (including all associated intellectual property rights) that I may create (alone or with others, at work or elsewhere, during or after the normal workday) relating to the work I do, the business of Tech Mahindra Limited or any research or development conducted by Tech Mahindra Limited I agree to assign, disclose and deliver to Tech Mahindra Limited as Tech Mahindra Limited's property, all right and evidence I may have or acquire with respect to any and all work product, and I agree to take such further actions and sign such further instruments as Tech Mahindra Limited may request from time to time to protect and defend its ownership of any and all work product. I understand that disclosure of my suggestions and ideas is encouraged.

6. Partial Restriction on Post-Termination Competition: Background. Tech Mahindra Limited expects to invest considerable time, effort and capital in enhancing the value and desirability of my skills. Both this

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investment and my compensation reflect Tech Mahindra Limited's expectation of receiving a considerable return from the exclusive use of my services and know-how in the future, free from any danger that Tech Mahindra Limited's customers or competitors may attempt to cause me to leave Tech Mahindra Limited and wrongfully gain the benefit of Tech Mahindra Limited's investment. The partial restraint set forth in this Section 6 does not, and cannot, provide complete protection for Tech Mahindra Limited's investment, development efforts, product, strategy, proprietary and Confidential Information, but Tech Mahindra Limited believes that in combination with the other provisions of this Agreement, it is the most fair and reasonable measure to protect Tech Mahindra Limited's interest, giving due regard to both my interests and the interests of Tech Mahindra Limited .

7. Covenant Not To Compete. I hereby covenant and agree as a part of and ancillary to this Agreement that for the 12 months period following the termination of my employment with Tech Mahindra Limited (irrespective of the reason for or such termination),

(a) I will not solicit, or attempt to solicit, or cause any third party to solicit, directly or indirectly, any customer of Tech Mahindra Limited for the purpose of selling or licensing products or services that are then competitive with the products and services that are then available to that customer from Tech Mahindra Limited provided, however, that this restriction shall apply only to customers of Tech Mahindra Limited with whom I actually have material contact (meaning direct interaction, such as through sales calls, presentations or other business dealings) in the course of performing my employment duties for Tech Mahindra Limited within the two year period preceding the date my employment with Tech Mahindra Limited ends. It is understood that this restriction is necessary to avoid possible compromise of Confidential Information and business interest.

(b) I will not (1) seek or obtain employment of any kind by any means, directly or indirectly, as either associate, agent or consultant, with any customer of Tech Mahindra Limited's for which I am providing services on behalf of Tech Mahindra Limited that are competitive with the products and services available to the client from Tech Mahindra Limited provided however, that this restriction shall apply only to employment to perform the same or substantially similar services that I am performing for the client as a Tech Mahindra Limited associate; or (2) induce or solicit any associate of Tech Mahindra Limited to seek or obtain such employment with a customer of Tech Mahindra Limited This restriction applies to my acceptance of any employment by a customer through general advertising or third party recruitment;

I accept and agree that the above covenants (a) and (b) are reasonable restrictions imposed with an objective to protect Tech Mahindra Limited's legitimate business interests and proprietary and confidential information. Given the compensation and benefits provided to me, I agree that the restriction as to time and scope contained herein are reasonable and necessary to protect Tech Mahindra Limited's business interests and proprietary information. I have sufficient skills to find alternative, commensurate employment that would not violate the terms of this undertaking. I acknowledge that adherence to this undertaking shall not deprive me of the ability to earn a living or support my dependents.

8. Compliance Not Contingent Upon Additional Consideration: I understand and acknowledge that the wages, compensation,, benefits training and experience that Tech Mahindra Limited. provides to me shall

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of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530



Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Science & Commerce
(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'

**Tech
Mahindra**

Tech Mahindra Limited
A - 6, Sector - 64, Noida,
UP - 201301

Tel: +91 12 0400 5000
+91 12 0400 5001
Fax: +91 12 0423 1926

techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLC041370

be full and sufficient consideration for the promises contained in this Agreement. I have not been promised, and shall not claim, any additional or special payment or compliance with the covenants and agreements herein.

9. Damages and Remedies: I acknowledge and agree that if I violate this Agreement, Tech Mahindra Limited may take legal action against me as follows: (1) Tech Mahindra Limited may take legal action in the court specified below in Paragraph 14 for the liquidated damages specified in Paragraph 6 above and (2) a violation of this Agreement is likely to cause severe and irreparable injury to the business, good will, client relations and proprietary information of Tech Mahindra Limited., an injury that is not adequately compensable by money damages alone. Accordingly, in the event of a breach (or threatened or attempted breach) of this Agreement, Tech Mahindra Limited shall, in addition to any other rights and remedies, be entitled to immediate, appropriate injunctive relief, or a decree of specific performance of this Agreement, without the necessity of showing any irreparable injury or special damages, in any court of competent jurisdiction.

10. Severability: Each paragraph and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted by law.

11. Entire Agreement: This Agreement reflects the full and complete agreement between myself and Tech Mahindra Limited, on the subjects covered herein and supersedes and replaces all prior negotiations or agreements, whether written or oral. This Agreement shall only be modified, altered or replaced by a subsequent writing, signed by myself and an authorized officer of Tech Mahindra Limited.

12. Binding Effect: This Agreement shall inure to the benefit of, and be binding upon, my heirs, executors, administrators and personal representatives as well as the subsidiaries and affiliates of Tech Mahindra Limited. (Together with their successors and assigns).

13. Choice of Law: This Agreement will be governed and controlled in all respects by the laws of India.

14. Choice of Forum: The parties submit to the jurisdiction and venue of India with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient.

In the event of any violation of the terms of this clause, I agree that I shall be liable to Tech Mahindra Limited. For liquidated damages in the amount of the gross salary earned by me during the preceding one year from the date of such breach. I acknowledge and agree that said amount constitutes liquidated damages and not a penalty, and that the amount is a reasonable and fair estimate of the actual damages that Tech Mahindra Limited. Would incur upon such breach.

Following the expiration of the one year period described herein, I shall continue to be obligated under the Covenant Against Disclosure in Section 4 so long as such Confidential Information remains proprietary or protectable as confidential or trade secret information.

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**Tech
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Tech Mahindra Limited
A - 6, Sector - 64, Noida,
UP - 210 301

Tel: +91 12 0400 5000
+91 12 0400 5001
Fax: +91 12 0423 1926

techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India
CIN L64200MH1986PLC041370

Executed this _____ day of _____, 20__

Signature

Name of Candidate

For and on Behalf Of
Tech Mahindra Limited

Mukul Sah
Group Function Head (Support) – Human Resource

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Annexure – H

PROOF OF ACCEPTANCE OF
Code of Ethical Business Conduct (CEBC)
And
Statement of Policies and Procedures for Preventing Insider Trading

To
Tech Mahindra Ltd.
Date of Joining: _____
Dear Sir/Madam,

I _____ Associate Id No _____

(Associate) of Tech Mahindra Ltd, do hereby state to have read and accepted that Tech Mahindra Code of Ethical Business Conduct (CEBC) and Statement of policies and Procedures for Preventing Insider Trading. In Company website (www.techmahindra.com >> Investors >> Overview), I have read and fully understood the above stated code of conduct and Ethics for directors and Associates and Statement of Policies and Procedures for preventing Insider Trading and shall abide by the policies, procedures and Principles contained therein.
I understand that any misinterpretation and /or false understanding given herein may attract penalties as laid down under the policy.
Authorized Signatory (HR) Signature of the Associate
Name:

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Offer: Computer Consultancy
Ref: TCSL/DT20217650031/Mumbai
Date: 24/03/2021

Mr. Hardik Rajendra Mishra
Tagore Nagar Vikhroli Mumbai East 400083 Station Road,
Vt Bakery,
Mumbai-400083,
Maharashtra.
Tel# -

Dear Hardik Rajendra Mishra,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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Tata Consultancy Services Limited

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

11. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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12. TATA Code of Conduct

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

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action

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including termination of traineeship/service without notice.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below

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documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

19. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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23. Data Privacy Clause:

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

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

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

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

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

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

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



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of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



K Ganesan
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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GROSS SALARY SHEET

Annexure 1

Name	Hardik Rajendra Mishra
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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(Affiliated to The University of Mumbai)
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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Tel. 25704526 / 25704630

Powai Vihar, Powai, Mumbai - 400 076, Maharashtra, India. Tel.: +91 22 2570 4526 / 2570 4530
E-mail: cbscollege@gmail.com Website: www.ccollege.co.in



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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8:50

A SUBSIDIARY OF GUESSE CORP



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side. Upon completion of Probation period, your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

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

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

Looking forward to a mutually beneficial association.

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

For **CONNQQT Business Solutions Limited.**

Tony Jacob Joseph
Associate Vice President - Human Resource

I accept the terms of this letter

CONNQQT BUSINESS SOLUTIONS LIMITED (Formerly Tata Business Support Services Limited)
REGD. OFFICE: 1-0-371, GOWRIA TRINITY, CHIRAN FORT LANE, BEGLUMPET, HYDERABAD 500033, INDIA | TEL: +91 40 55357045
CIN: U64202TG1993PLC044869. WWW.CONNQQTGROUP.COM

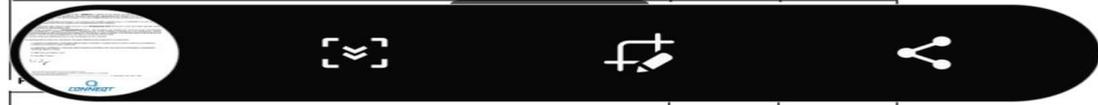
A SUBSIDIARY OF GUESSE CORP



Name Nikita Shrikant Singh
Grade 1A
Designation Executive

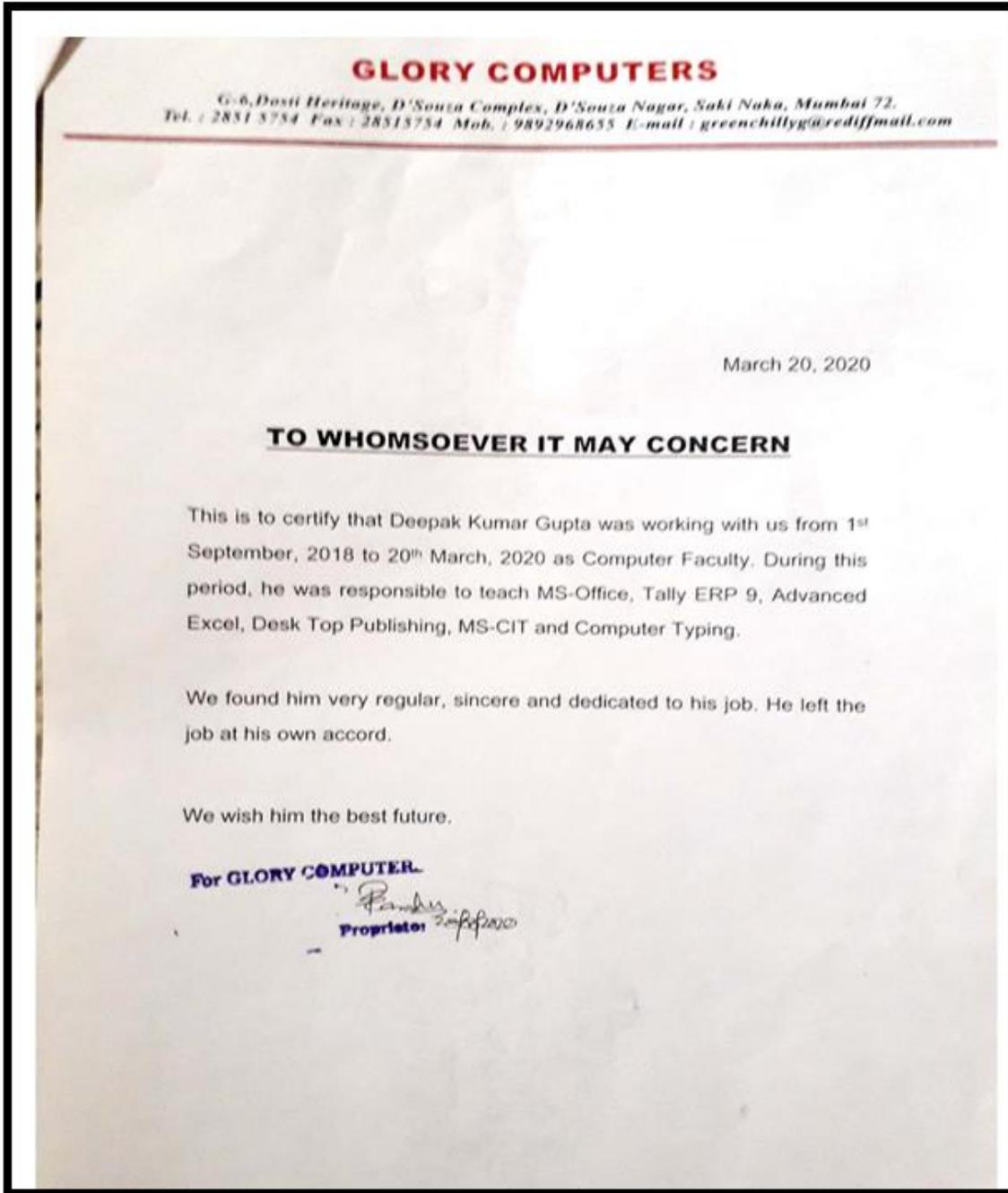
You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Salary	5670.00	68040.00
House Rent Allowance	3969.00	47628.00
Other Allowance	3289.00	39468.00
Advance Statutory Bonus	472.00	5664.00

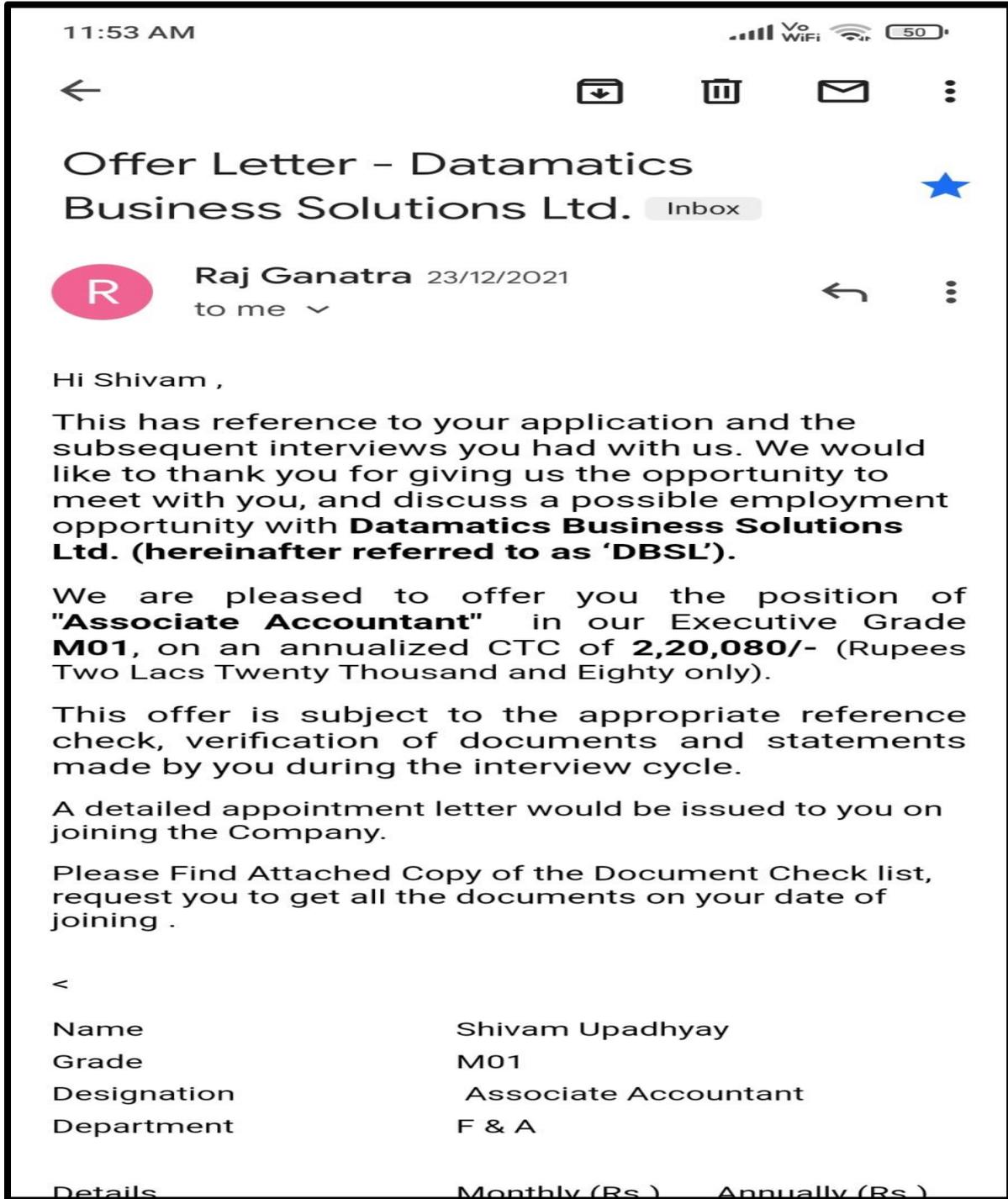


C. MONTHLY GROSS (A+B)	14210.00	170520.00
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29.07.2021

Bittu Sharma
Mumbai

Dear Bittu,

1. This has reference to the selection process for apprenticeship opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected as an apprentice in Mindtree.
3. You shall initially undergo Orchard Learning Programme conducted by Mindtree, which helps you to transition to the corporate world of technology solutions. The details of the Programme will be provided to you separately.
4. You will also be required to enroll for the Mindtree sponsored M-Tech Program by Birla Institute of Technology & Science, Pilani.
5. Your joining location would be Bhubaneswar and joining date would be communicated in subsequent mails. However for the moment you can work from home till further notice.
6. The terms and conditions of your apprenticeship are set out in Annexure 1 below. This apprentice offer letter along with the terms and conditions constitute the entire agreement in relation to your apprenticeship with Mindtree.
7. You agree to scan and upload the below original documents required for processing.
 - 10th, 12th and graduation (all semesters) mark sheets originals
 - Degree completion/provisional certificate originals
 - Pan card original
 - Aadhaar card original
 - Voter ID / Driving license original
 - 4 passport size photographs

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this apprentice offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at Campus.Offers@mindtree.com.

Thank you,
For Mindtree Limited

Rosalee M Kombial
Vice President-People Function

Bittu Sharma (Jul 30, 2021 16:23 GMT+5.5)

Mindtree Ltd T +91 80 6706 4000
RVCE Post, Mysore Road F +91 80 6706 4100
Bangalore 560 059 W www.mindtree.com

Candidate No: TN/80021845/21

1

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Annexure 1:- Apprenticeship Terms and conditions

1. TERMS & CONDITIONS

This offer along with its Exhibits relating to intellectual property protection and non-compete agreement annexed hereto at Exhibit 1 and Appendix's contains broad terms and conditions of service governing your apprenticeship. You are also bound by the terms in the attached Exhibits, the additional documents you execute upon joining Mindtree and other terms and conditions communicated to you from time to time including but not limited to Mindtree's Policies, rules, regulations and Code Of Conduct ("Policies"). You are requested to contact the People Function Representative for any clarifications on Policies, which are applicable to you and also refer the Mindtree intranet portal for Policies and updates.

Your apprenticeship is offered with a clear understanding that your apprenticeship is on a whole-time basis and that you will not undertake any other part time/full-time work, without the prior written consent of the Company. Other than the compensation mentioned herein, no additional payments will be due to you. We expect you to keep the compensation details confidential at all times.

2. TRANSFER

You could be transferred at Company's discretion to any of other offices/branches/subsidiaries/affiliates/ holding company/department in India or outside India, should the need arise including client location on whose projects you have been deployed. You will abide by the Company's Policies as may be in effect from time to time with respect to your role, function, grade or location where you work in. In case you are deputed to a client location, you shall abide by the client policies applicable to you so that you do not commit any breach which adversely impacts Mindtree.

3. RETIREMENT

Subject to your physical fitness, mental fitness, compliance with our Policies and any other rules of the Company established from time to time and performance of your role, you shall retire on the last day of the month of your fifty eighth birthday unless an earlier date is decided mutually or under a change in laws applicable to you. For the purpose of age calculation, the date of birth as declared in the Mindtree application form will be treated as final.

4. INTELLECTUAL PROPERTY RIGHTS

If you, by virtue of your apprenticeship, conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or create documents, reports or any other material capable of intellectual property protection, those, will be fully communicated to the Company and will remain sole right/property of the Company. Additional terms and conditions related to intellectual property and non-compete are contained in the Exhibit 1 which you should carefully read and abide by.

5. CODE OF CONDUCT AND OTHER REFERENCES

An essential condition of your apprenticeship is to abide by the Mindtree Policies and all other rules notified from time to time. We recommend that you refer the Mindtree intranet and other available resources from time to time and keep in mind the terms and conditions of the Exhibits, the Mindtree Policies and other documents that you sign upon joining Mindtree. Any breach of Code of Conduct or any Mindtree Policies may result in termination of your services for breach without notice or compensation.


Bittu Sharma (Jul 30, 2021 18:23 GMT+5.5)

Mindtree Ltd T +91 80 6706 4000
RVCE Post, Mysore Road F +91 80 6706 4100
Bangalore 560 059 W www.mindtree.com

Candidate No: TN/80021845/21

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6. TAX IMPLICATIONS

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes. Mindtree shall make deductions of tax as required by law. Any false declarations in respect of financial disclosures shall be a cause for termination at Mindtree's discretion.

7. BACKGROUND CHECK & REFERENCES

We would be conducting a background and reference check on your educational details upon consent.

Your apprenticeship with us and your continuation in service is contingent upon our obtaining a satisfactory report on the background check conducted by our approved agency which you have mentioned in your application

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of your apprenticeship with or without notice or compensation. In certain client projects, our clients may request additional checks which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence We understand that you shall provide proofs of such qualifications which We find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the apprenticeship contract between Mindtree and you with or without notice or compensation.

8. ORCHARD LEARNING PROGRAM AND M-TECH PROGRAM

On joining as an apprentice, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities. Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as Communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you through a separate Learning Advisory Document which will be provided to you after you join.

Your continued apprenticeship with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

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As you have been informed, you have been selected to enroll in the four (4) year M-Tech Program provided by Birla Institute of Technology & Science, Pilani. The said M-Tech Program is being sponsored by Mindtree and therefore you are required to ensure that you complete the course on time and with the utmost dedication. In the event you are unable to complete the program for reasons solely attributable to you or if you leave Mindtree, Mindtree will be entitled to recover from you an amount equal to INR 75,000 (Rupees Seventy Five Thousand).

You also agree that in the event you are unable to complete any semester of the M-Tech Program for reasons solely attributable to you as per the timelines prescribed in the M-Tech Program, Mindtree will not be obligated to pay your fees for the next semester and in the event you wish to continue the M-Tech Program, you will be required to incur any extra costs for completing the semester and you will also be required to pay the fees for the next semester.

9. PERSONAL DATA

For the purposes of your apprenticeship, We need to collect, hold, process and transfer your Personal Data about you (such as your name, date of birth, education, contact information, PAN, Aadhar number etc.) as it is necessary for the administration, management and performance of your apprenticeship contract. We shall provide you a Privacy Notice upon acceptance of this offer to make you aware of what personal data We collect, how We use it and how We protect it during the course of your apprenticeship.

10. COMPENSATION AND BENEFITS

During the apprenticeship period, you will be paid a stipend as detailed in Appendix 1. All payouts will be on the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout. You will be covered under insurance from the date of joining, as detailed in Appendix 1.

11. VACATION AND LEAVE

No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree holidays applicable to the Orchard Learning Program candidates in general.

12. TERMINATION

a) Termination for cause

Your apprenticeship with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations
- Non-compliance with the M-Tech course requirements or code of conduct violation in BITS Pilani.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

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If Mindtree terminates your apprenticeship, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from your apprenticeship with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your apprenticeship during apprenticeship period, you will be required to notify your resignation in writing by giving atleast 3 months advance notice. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

Common guidelines to be complied with, on termination for any reason

- a) On termination of your apprenticeship for any reason, you shall comply with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.
- d) In the event of your termination of apprenticeship for any reason prior to completion of the M-Tech Program you will be required as mentioned in Clause 8 to repay an amount equal to INR 75,000 (Rupees Seventy Five Thousand).

13. OTHER AGREEMENTS

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

14. REIMBURSEMENT OF TRAVEL EXPENSE FOR JOINING MINDTREE

Expenses incurred by you for joining at Mindtree Kalinga will be borne by you and will not be reimbursed by Mindtree. This clause is not applicable in case the program is to be conducted virtually throughout.

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15. PERSONAL SAFETY AND CONDUCT

You understand that Kalinga is a residential facility and you shall accordingly upon leaving the campus for your outings or otherwise, have the responsibility of informing your family about your safety and whereabouts. While you are outside the Kalinga Campus or outside a Mindtree premise at your own volition, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions. This clause is not applicable in case the program is to be conducted virtually throughout.

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Appendix 1

Stipend Details

The monthly stipend payable to you in the first year of service will be equal to INR 15,750. This will be excluding the corporate insurance cover, the cost of which will be borne by Mindtree.

Particulars	Amount
Stipend	15,750
Insurance	550
Total Monthly Gross	16,300
Annual Cost to Company	195,600

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Exhibit 1 - INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE AGREEMENT

THIS AGREEMENT FOR INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE is executed between Mindtree Limited, incorporated under the Indian Companies Act 1956 with its registered office at Mindtree Ltd., West Campus, Global Village, RVCE Post, Mysore Road, Bangalore-560059, hereafter referred to as "Mindtree" and **Bittu Sharma** hereinafter "You" upon acceptance of the apprenticeship offer and joining Mindtree in an apprenticeship status under the Apprenticeship Contract.

Your apprenticeship commences on the date of joining Mindtree as mentioned in the Joining Report you sign. This Agreement is deemed effective from such joining date.

You understand that Mindtree has developed and uses commercially valuable information including but not limited to technical, non-technical and other information in the various existing and projected areas of our business. To protect our legitimate interests, it is necessary to protect certain information (1) as confidential and trade secret and/or (2) by intellectual property rights such as patent, copyright, and/or other means of protection available under the laws (Information).

You may become acquainted and deal with such Information and may contribute to such information during your apprenticeship. Hence to protect such valuable information, in consideration of the stipend Mindtree provides to You, You hereby accept the terms and conditions below:

1. DEFINITIONS

As used in this Agreement, the terms have the below definitions and as defined in the Offer Letter above:

- a) "Cause for termination." "**Cause**" shall be defined to mean any reason or rationale for which Mindtree in its sole discretion and reasonably discretion deems it necessary to terminate, dismiss or suspend your services. Causes for dismissal include but not be limited to: Misconduct or negligence in the performance of, or persistent failure to perform your duties as an apprentice; Commission of an act of dishonesty, disloyalty of fraud in connection with your apprenticeship; Drug or alcohol use, or being under the influence of same, during working hours or on duty of Mindtree, conviction of, or plea of nolo contendere in, a crime, whether or not related to your apprenticeship; Breach of the provisions of this Agreement, conditions of the offer letter set out above (Offer Letter), Code of Conduct procedures or breach of Mindtree or applicable client policies, commission or omission of any act which is detrimental to reputation of the Company.
- b) "**Client**" shall mean such entities which are engaged or in the process of or have the prospect of entering into a business relationship with Mindtree or its affiliates or subsidiaries.
- c) "**Compensation**" means all payments and benefits provided to You by Mindtree during your apprenticeship, including, but not limited to, those set forth in the Offer Letter which shall be sufficient for and be deemed to be part of consideration for this Agreement as well.
- d) "**Output**" means those work products including but not limited to codes, derivatives customizations, enhancements, applications, documents, reports, proposals, statements, work flows and all other material. You make resulting partly or wholly from your apprenticeship with Mindtree.
- e) "**Employer or Company**" means Mindtree Limited and any business entity, which may be a subsidiary or affiliate of Mindtree Limited.

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f) **"Intellectual Property"** means all innovations, inventions, technology, engineering, trade secrets, trademarks, patents, copyrights to any copyrightable material, software systems, designs, programs, improvements, modifications, marks, mask works, new ideas, concepts, work products and developments, publications, manuals, business procedures, business, operational and marketing plans, programs, and processes, policies, techniques, know-how and methods of operations of Mindtree, including any such items developed, conceived or originated, either individually or jointly with others, by You during the course of your apprenticeship with Mindtree. The definition of "Intellectual Property" is intended to have the broadest meaning as permitted under applicable laws.

g) **"Prospect"** means and includes the entities with which Mindtree aspires to have a business agreement or understandings.

h) **"Restricted Period"** shall mean the period of apprenticeship and a further period ending 12 months following the termination/resignation or otherwise ending of your apprenticeship with Mindtree.

2. REPRESENTATIONS AND WARRANTIES.

You represent and warrant that:

a) Your apprenticeship with Mindtree does not cause directly or indirectly the breach of any agreements between You and third parties and you have no conflict of interest in your apprenticeship with Mindtree.

b) You warrant that Mindtree is the sole and exclusive owner of all rights and remedies in Confidential Information you receive from Mindtree and Intellectual Properties you create for Mindtree.

c) You shall not engage in any action, or refrain from engaging in any action, where such action or inaction or act or omission may cause directly or indirectly the breach of any agreements between You and third parties including but not limited to confidentiality or non-disclosure agreements or breach of Intellectual Property Rights..

d) You shall devote full time and attention to your Mindtree apprenticeship and perform your obligations in full compliance of Policies/practices of Mindtree as updated from time to time.

e) The Compensation included in the Offer Letter is the full and total compensation for the services and for the commitments made under this Agreement. You are not entitled any other compensation which is not included in the Offer Letter including, but not limited to, royalties, bonuses, and additional benefits.

f) You agree to hold in confidence all Confidential Information disclosed to you or developed by you in connection with the apprenticeship and agree that Mindtree is the sole and exclusive owner of all rights and remedies therein. You shall not, without our written permission use the Confidential Information for any reason other than to enable You to properly and completely perform the apprenticeship obligations. You shall not reproduce or make copies of the Confidential Information or of your Output, except as required in the performance of your apprenticeship.

g) Upon termination of your apprenticeship for any reason whatsoever, You shall promptly return all Confidential Information and all correspondence, drawings, blue prints, manuals, letters, notes, notebooks, reports, flowcharts, programs, proposals, documents concerning our Clients and all other documents, writings, and materials, laptops, software, tools or other assets utilized by You together with any copies or other reproductions thereof made by You or in your possession or control.


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- h) You have a 'Duty to Speak' and You shall immediately notify us of any information or event which comes to your attention which indicates there has been or might be a loss of confidentiality of such Confidential Information or an actual or potential compromise of Mindtree or its Clients' Intellectual Property Rights.
- i) You agree to abide by the requirements defined under any security, privacy or other regulations or certifications which Mindtree is obligated to comply or is certified to is certified in future.
- j) You shall comply with all reasonable requirements/obligations which Mindtree or its Clients require You to undertake including additional background checks or verifications from time to time, access restrictions, trading compliance requirements etc.

3. INTELLECTUAL PROPERTY OBLIGATIONS

- a) All works resulting from your apprenticeship are "works made for hire" as defined by international copyright laws. You shall promptly disclose to us and or to our Clients as necessary, in writing if requested, any and all inventions conceived or made by You during the period of your apprenticeship.
- b) You hereby assign all of your interests in your Output to Mindtree. Without any additional Compensation or payments of any kind, you shall execute any and all applications, assignments or other instruments which are deemed necessary to apply for Intellectual Property Rights registrations anywhere in the world.
- c) You shall comply with all Mindtree and its Clients' policies that may be in effect from time to time relating to record keeping related to Intellectual Properties.
- d) You shall place all appropriate notices of patent rights, trademark rights, and copyrights and all other Intellectual property Rights on all works resulting from your apprenticeship.
- e) You understand that subsequent to the apprenticeship termination or retirement as the case may be, your assistance may be needed in regard to securing, defending or enforcing any Intellectual property Rights in which you may have been an inventor or co- inventor. If your assistance requires substantial utilization of your time. We shall pay reasonable compensation at a rate to be agreed but not higher than the last salary paid to you by Mindtree. Such assistance may include but may not be limited to executing any and all documents, patent, copyright or other applications and assignments to us or our designee (s), making and keeping proper records, and giving evidence and testimony.
- f) In case of a dispute between You and Mindtree where you have or are alleged to have copied or published or distributed or have done any act in respect of our Confidential Information or our Clients' Intellectual Property which has breached or is likely to breach our rights and remedies herein, the presumption of a breach by you shall be at the highest level allowed by law and the burden of proving otherwise shall rest with you.
- g) The terms of this section shall survive termination of your apprenticeship or retirement.

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4. INDEMNIFICATION

You shall indemnify Mindtree, its directors, employees from and against any loss, damage, or injury Mindtree suffers or is likely to suffer as a result of any of your breach of this Agreement, breach of any third party intellectual property by You, breach of the terms of your Offer Letter or that of Mindtree's Policies/practices and for all acts or omissions. Such indemnity shall include but not be limited to losses, damages, injuries, or liabilities, losses, expenses, attorney fees, liabilities, costs of suits, costs or arbitration, or costs or appeal, etc. The indemnity obligation herein shall survive of your apprenticeship or retirement.

5. REASONABLE NON-COMPETE

i) You warrant that during the Restricted Period:

a) You shall not engage directly or indirectly in any professional services or employment nor advice, manage, render or perform services to or for any person or entity during the term of your apprenticeship with the Company. You agree that Mindtree's services are highly specialized. You further agree that the identity and particular needs of the Mindtree's Clients are not generally known in the industry. Documents and other information regarding Mindtree's services, pricing and cost as well as information pertaining to Mindtree's Clients including but not limited to identity, location, service requirements and charges to the Clients are highly confidential and secret and hence, you shall not for a period of one year from the termination / resignation / severance of your contract of apprenticeship for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the Company within the geographical location wherein the Company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your apprenticeship terms.

b) Shall not own an interest in any business which directly competes with Mindtree, except, however, nothing herein shall preclude You from owning, as a passive investor, up to one percent (1%) of the outstanding shares in a publicly traded Company for the shares of which an active public trading market exists.

c) And during the term of your apprenticeship, shall not under any circumstances, directly or indirectly solicitor attempt to solicit the Mindtree's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of Mindtree and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the Company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those Clients of Mindtree with whom you may have had any contact during your apprenticeship and for a period of one year after your apprenticeship ceases with us.

ii) During your apprenticeship, you shall not establish, work for, consult to, or assist in any way, whether in a paid or unpaid capacity, any individual, partnership or other business entity or associate as a sole proprietor, owner, employer, partner, principal, joint venturer, associate, consultant, contractor or otherwise which competes with Mindtree with respect to any of the services, products, trade secrets, Information, Inventions or other matters of Mindtree unless expressly such association has been preapproved in writing by Mindtree.

You confirm that you have assessed the terms of this section carefully and accept these upon having conducted appropriate verifications of your own.

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6. GENERAL

- a) In the event of any material breach of any obligation of this Agreement, Mindtree reserves the right to take any appropriate legal action before the competent local court. Additionally, in view of the nature of IT Services business where a breach can cause irreparable loss or damage, Mindtree may at its sole discretion seek immediate injunctive relief or specific performance of your obligations in addition to any other remedy or damages in law or equity.
- b) This Agreement along with conditions of the Offer Letter, the Code of Conduct Procedures, the Joining Report and Mindtree Policies form the framework of your apprenticeship and governing conditions.
- c) If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect to the extent possible under applicable laws.
- d) Each and all of the provisions of this Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of Mindtree.
- e) This Agreement shall be construed according to the laws of the Republic of India and subject to the exclusive jurisdiction of Bangalore courts.
- f) The terms of this Agreement shall remain in full force and effect both during the continuation of your apprenticeship, and after termination of your apprenticeship for any reason whatsoever as per survival provisions mentioned herein.
- g) Any failure by Mindtree to enforce at any time any of the provisions of this Agreement shall not operate as or be deemed a waiver of such right, privilege or remedy or as a waiver of any preceding or succeeding breach by You.

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Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.

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Mindtree

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4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.

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Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."

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RVCE Post, Mysore Road	F +91 80 6706 4100
Bangalore 560 059, India	W www.mindtree.com



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In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.

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12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : 
Bittu Sharma (Jul 30, 2021 16:23 GMT+5:30)

Name : Bittu Sharma

Date : Jul 30, 2021

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Mindtree Offer Letter

Final Audit Report

2021-07-30

Created:	2021-07-30
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPHY6371xyKHI3KIMtXAKampllwDumORm

"Mindtree Offer Letter" History

- Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2021-07-30 - 10:34:14 AM GMT - IP address: 20.44.36.221
- Waiting for Signature by Bittu Sharma (viveksharmavs786@gmail.com)
2021-07-30 - 10:34:19 AM GMT
- Document e-signed by Bittu Sharma (viveksharmavs786@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2021-07-30 - 10:53:59 AM GMT - Time Source: server- IP address: 42.106.216.195
- Agreement completed.
2021-07-30 - 10:53:59 AM GMT



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December 24, 2021

Mr. Pawan Gyanendra Prasad Shukla
303/6 Janseva Chawl, Tagore Nagar no.3
Near bhavani chowk, Vikhroli(E),
Mumbai-400083, Maharashtra, India

Phone: +91 82917 12110

LETTER OF OFFER

With reference to your application and subsequent interview you had with us, we are pleased to inform that you have been selected as “**Software Engineer-Trainee**” in our organization as per the terms and conditions agreed by you at the time of interview.

You will be paid an annual gross salary of **Rs. 2,50,000/- (Rupees Two Lacs Fifty Thousand only)** inclusive of all benefits.

You will be posted at **Mahape, Navi Mumbai.**

We have the right to restructure the various components of your emoluments, while your gross salary will be protected.

The letter of appointment is under process and will be given to you after you join us. Please submit following documents, on the date of joining with us.

1. Relieving Letter from previous company
2. Medical Fitness Certificate (by MBBS/MD practitioners only)
3. 4 copies of self photo
4. Proof of Address
5. Attested copies of Educational Certificates

You will be on probation for a period of Six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 15 days, in a situation where you do not receive the aforesaid written communication from the Company.

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Your employment with the Company may be terminated by either party by giving Sixty (60) days' written notice or two (2) months' gross salary in lieu thereof. The Company reserves the right, at its sole discretion, to release you from services of the Company only after satisfactory handover of the responsibilities assigned to you (including any knowledge transfer).

Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.

You will join at the earliest, but in any case, not later than **December 27, 2021**.

Kindly return duplicate copy of this Letter of offer duly signed, in token of having accepted the terms.

We welcome you to our organization, looking forward towards a long & fruitful association with you.

For **KALPAVRUKSH SYSTEMS PRIVATE LIMITED**
(Formerly Known as Kalpavruksh Systems Limited)

I ACCEPT

SUNIL CHITALE
President

(Mr. Pawan Gyanendra Prasad Shukla)

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Name: Pawan Gyanendra Prasad Shukla
Designation: Software Engineer-Trainee

Basic	8000
HRA	4000
CCA	800
Conv	800
Edu	600
Bonus	1400
Project Allowance	2025
Attire	868
M Gross	18493
Co's ESIC	601
Co's PF	1739
A.M.G.	20833
A.G.	250000
PF	1739
ESIC	139
PT	200
*Take Home	16415

*Subject to Income Tax, as applicable.

You will also be eligible for

Gratuity:

Eligible on completion of 5 years of employment with the company as per the Gratuity Act 1972. In the event the employee ceases to be in employment before completion of five years, this benefit will be forfeited.

Performance Bonus:

Amount to be paid shall be calculated based on Annual Performance Appraisal, Applicable scorecard, and corporate profitability if applicable

For **KALPAVRUKSH SYSTEMS PRIVATE LIMITED**
(Formerly Known as Kalpavruksh Systems Limited)

I ACCEPT

SUNIL CHITALE
President

(Mr. Pawan Gyanendra Prasad Shukla)

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PIONEER INFOTECH PVT LTD

Technology Services in Banking

Branch Office : B-3077, Oberoi Garden Estate, Chandivali Farm Road, Mumbai - 400 072. • Tel.: 91-22-2857 0973 / 91-97698 93360
Regd. Office : 267, Rabindra Sarani, Ground Floor, Kolkata - 700 007 • Website : www.pioneerinfotech.co.in

26th October, 2021

PINFO/HRD/2020-21101071

Renuka Arvind Shukla
D/O. Arvind Shukla
A-4 Moraji Nagar, Arey Road,
Behind Hanuman Mandir Poawai,
Nitie, Nitie Mumbai, Mumbai,
Maharashtra – 400087.

Dear Renuka Arvind Shukla,

On behalf of **PIONEER INFOTECH PRIVATE LIMITED** (hereinafter referred to as “the Company”) I am very pleased to offer you a position of **Recruitment Consultant** in our organization. Your joining date will be **27th October, 2021**.

On the first day of the employment, please report to:

Pioneer Infotech Pvt. Ltd.

B-3077, Oberoi Garden Estate, Chandivali, Mumbai - 400072,

Reporting Time: 9:30 AM

You will be paid an annual salary (CTC) of **Rs.1, 62,000**. Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within two days from the date of this letter to the following address. Please retain the second copy for your records.

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact me.

Sincerely,



Shashi Agarwal

Director

Pioneer Infotech Private Limited

Pioneer Infotech Private Limited

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EMPLOYMENT AGREEMENT

COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total CTC will be **Rs. 1, 62,000** and its composition will be as follows:

Particulars	Yearly (Rs)	Monthly (Rs)
Basic Salary	64800	5400
HRA	32400	2700
Education Allowance	2400	200
Other allowance	54396	4533
Statutory Bonus	8004	667
Total Gross Salary	162000	13500
Employer's Contribution to Provident Fund	0	0
Total Cost to Company	162000	13500

Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per the Government Policy.

STATUTORY BENEFITS:

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

BACKGROUND CHECK:

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

LEAVE:

You will be entitled to 12 days of Leave per financial year. 1 leave will be credited to your account every month (on a pro-rata basis), upon providing full month of service. Leaves cannot be encashed. Leaves will lapse at the end of every year.

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RESIGNATION BY EMPLOYEE:

If the employee wishes to leave the services of the Company during probation or post confirmation of your services, a clear written notice of 60 days has to be given to the Company.

NO-SHOW:

Failure to report at the specified office on the 27th **October, 2021** shall be deemed as "No-Show". In such an event, the offer stands cancelled.

DECLARATION:

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

Signature

Date

Renuka Arvind Shukla,

Pioneer Infotech Private Limited

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GeBBS Healthcare Solutions Pvt. Ltd.

Level 5, Tower 1, Phase II, Raiaskaran TechPark,
Andheri Kurla Road, Sakinaka, Mumbai 400072.

OFFER LETTER

Date: 20th December 2021

Dear Sheetal Shankar Singh

Based on our recent discussions with you, we are pleased to inform you that you have been selected for a position with Gebbs Healthcare Solutions Pvt Ltd.

You shall be designated as a Process Associate Trainee

Your Date of Joining would be: 23rd December 2021

Your Annual Total CTC (A+B+C) would be: 184502

To enable the completion of this process, you would be required to submit the following documents:

1. Current Employment: Last 3 months salary Slips / Relieving letter / Resignation acceptance letter. In case the salary slips are not in position to be submitted then the bank statements copy is a Mandate
2. Education: Photocopies of your Mark sheets AND Passing Certificates – X, XII, Graduation, Post-Graduation & Diploma (If applicable).
For all Graduation awaiting result candidates – All semester mark sheets or First year & Second year Graduation mark sheets
3. Address Proof : Copy of your passport / Driving license / Ration card
4. In case of Name change please furnish – Marriage Certificate or Name change affidavit
5. Photo ID: Pan Card/ Passport/ Driving license/Voter Id card
 - a. If no PAN Card, then please ensure you carry it on the date of joining (PAN card is a mandatory document without which we cannot onboard you)

We will formally extend you an appointment letter on behalf of Gebbs Healthcare Solutions Pvt Ltd on the submission of all the documents mentioned above by the due date; failing which it is deemed that you have no interest to pursue this employment opportunity with Gebbs Healthcare Solutions Pvt Ltd.

Your Offer is valid subject to clearance of your background verification.

Yours sincerely,



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Date :10 October 2021

Shivani Subahsh Rajbhar

Powai

Mumbai-400076

Sub: Employment Letter

Dear Shivani,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **Customer Service Associate** in the **Operations** with **CONNEQT Business Solutions Limited** (The Company) with effect from **7 October 2021** on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. **160800.00** In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs **194400.0** This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

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

The above mentioned offer shall be valid if you join us on **7 October 2021**. Should you have any further queries, please feel free to contact our Recruitment Team.

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

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

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

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

CONNEQT BUSINESS SOLUTIONS LIMITED (formerly Tata Business Support Services Limited)
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CIN: U84200TG1995PLC044060, WWW.CONNEQTGROUP.COM

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E-mail: cbscollege@gmail.com Website: www.cscollege.co.in



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You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for **15** days prior notice by either side. Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the **30** days prior notice by paying you salary for **30** days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the **30** days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

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

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

Looking forward to a mutually beneficial association.

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

For **CONNEQT Business Solutions Limited.**

Tony Jacob Joseph
Associate Vice President - Human Resource

I accept the terms of this letter

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Name Shivani Subahsh Rajbhar
Grade 1A
Designation Customer Service Associate

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

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Salary	5670.00	68040.00
House Rent Allowance	3969.00	47628.00
Other Allowance	3289.00	39468.00
Advance Statutory Bonus	472.00	5664.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation(100%)	810.00	9720.00
C. MONTHLY GROSS (A+B)	14210.00	170520.00
D. BENEFITS		
PROVIDENT FUND - Company Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1075.00	12900.00
GRATUITY (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	273.00	3276.00
ESI - Company Contribution (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.)	462.00	5544.00
Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180.00	2160.00
E. TOTAL COST TO COMPANY (C + D)	16200.00	194400.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1075.00	12900.00
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.)	107.00	1279.00

Provident Fund contribution will be deducted over 6 months from the date of joining. Insurance+Other allowance+Food coupons+Education allowance + Special allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.

I accept the terms of this letter

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Terms and Conditions of Employment

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

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

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

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

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

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

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

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

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

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

Name:

Signature:

Date:

CONNQAT BUSINESS SOLUTIONS LIMITED (formerly Tata Business Support Services Limited)
REGD. OFFICE: 1-6-371, GOWRA TRINITY, CHIRAN FORT LANE, BEGLUMPET, HYDERABAD 500003, INDIA | TEL: +91 40 66367045
CIN: UB4200TG1993PLC044060, WWW.CONNQATCORP.COM

A SUBSIDIARY OF QUESSE CORP

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Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530

Powai Vihar, Powai, Mumbai - 400 076, Maharashtra, India. Tel.: +91 22 2570 4526 / 2570 4530
E-mail: cbscollege@gmail.com Website: www.cscollege.co.in



Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Science & Commerce
(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'



Offer: Computer Consultancy
Ref: TCSL/DT20218647929/Hyderabad
Date: 20/11/2021

Mr. Vivek Dhiraj Gupta
Gala No.4, Zahoor Nagar, Babu Market Kherani Road, Sakinaka,
Rehmani Hotel,
Mumbai-400072,
Maharashtra.
Tel# -

Dear Vivek Dhiraj Gupta,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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8. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

9. Work in SBWS mode

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

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

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This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

13. TATA Code of Conduct

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

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum

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qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

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- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

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time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

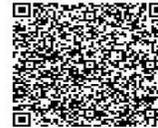
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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Tel. 25704526 / 25704530

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E-mail: cbscollege@gmail.com Website: www.ccollege.co.in



GROSS SALARY SHEET

Annexure 1

Name	Vivek Dhiraj Gupta
Designation	Graduate Trainee
Institute Name	Mumbai University

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
TOTAL GROSS	15,129	1,90,926

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
GROSS BOUQUET OF BENEFITS	4,343	52,110

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.

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(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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WUBBA LUBBA DUB DUB

Wubba Lubba Dub Dub Pvt. Ltd.
61, Krishna Rajendra Rd, Gandhi Bazaar, Basa-
vanagudi, Bengaluru, Karnataka-560004

Ph: +91 9060066666

Mail: connect@wldd.in

13th September 2021

Internship Agreement

Dear Shiksha,

Wubba Lubba Dub Dub Pvt Ltd is pleased to offer you an educational internship opportunity as a **Social Media Management** Intern effective from **13th September 2021** at Bangalore.

The internship would be for a minimum of 1 month. You will be paid a stipend of INR **3,000/-** per month, which will be released between 1st - 3rd of every month. You will be required to adhere to the working hours of the company, and/or/in extended working hours as required by the company on project deliverables.

Nondisclosure Agreement

As a condition of internship, you are required to maintain confidentiality and non disclosure of company and client information to any third party except on a need to know basis. The company retains ownership of the intellectual property rights (relating to discoveries, developments, improvements, processes, formulae, algorithms, works of authorship including software programs, user interfaces, and innovations whether patentable or not, works of copyright or designs) concerning work undertaken during the internship in the company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

Wubba Lubba Dub Dub Pvt Ltd

I hereby agree to accept the terms and conditions of employment of Wubba Lubba Dub Dub Pvt Ltd.

Shiksha Singh

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PAMOSA

INTERNATIONAL MARKETING PVT. LTD.

4th Floor, 405/408, Times Square Building, Near Saibaba Mandir, Mukund Nagar,
Pune - Satara Road, Pune - 411037 Maharashtra, India www.pamosa.in

Date: 21/12/20

Mr. Sunny Gaud has working with our
organisation since 18/12/2021 as a Sales
Executive on a Incentive Basis at our
Andheri office chakala, Mumbai

This letter is for college purpose
only.

Regards,



Santosh Rajalkar
Co-Founder



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Offer Letter



Date :26-Jul-2021

Miss. Riyan Shaikh
Mumbai

Sub: Employment Letter

Dear Riyan Shaikh,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **Customer Service Associate** in the **Lodha** with **CONNEQT Business Solutions Limited** (The Company) with effect from **26-Jul-2021** on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 199260/-. In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be **Rs. 226800/-**. This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A"

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

The above mentioned offer shall be valid if you join us on **26-Jul-2021**. Should you have any further queries, please feel free to contact our Recruitment Team.

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

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

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

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

CONNEQT BUSINESS SOLUTIONS LIMITED (Formerly Tata Business Support Services Limited)
REGD. OFFICE: 1-5-571, GOWDA TRINITY, CHIRAN FORT LANE, BEGLUMPET, HYDERABAD 500005, INDIA | TEL: +91 40 55357045
CIN: U64200TG1893PLC046869, WWW.CONNEQTCORP.COM

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Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Science & Commerce
(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'



Date: 06th Nov 2021

To,
Shivam Vishwakarma
1218, B-Wing, Janu Bhoje Nagar, SRA CHS LTD.
Building No 2, Near Santaram Talav,
Opp. W.E Highway, Malad East, Mumbai 400097

Subject: Letter of Appointment.

Dear Shivam,

Consequent to the Interviews, which you have had with us, we are pleased to appoint you in our Organization as a **Mobile App Developer (Intern)**. The employment will take effect on **08th Nov 2021**.

The Terms and Condition governing this employment are given in the "CODE OF CONDUCT" and the details of your compensation and benefits are given in same.

Please sign in return duplicate copy of this letter in Token of your accepting the offer of Employment.

We congratulate you on your appointment and wish you a long and Successful Career with us. We are confident that your contribution will take us further in our journey towards becoming pioneering institution. We assure you of our support for your Professional development and Growth.

We look forward to have you on board effective **08th Nov 2021**.

Regards,

Abhishek Singh (Director)
Affix Center Softech Services Pvt. Ltd.

Shivam Vishwakarma
(Signed as acceptance)



+91 (22) 49741122 |



info@affixcenter.com |



www.affixcenter.com |



B Wing, 407 / III Pratik Chambers,
Saki Vihar Road, Sakinaka, Junction,
Andheri East, Mumbai, Maharashtra 400072

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Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Science & Commerce
(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'

Date : 06th Nov 2021

Dear Shivam,

Welcome to **Affix Center Softech Services Pvt. Ltd.** (Hereinafter referred to as the "Affix Center" or "Company"). We are pleased to offer you the position of **Mobile App Developer (Intern)**.

At Affix Center, four things make us tick; we think simple, we live digital, we constantly innovate and we create buzz value.

Please read the following terms and conditions of your employment;

1. **Salary:** You will receive a total salary of **Rs.15,000/-** per month, annualized to **Rs.1,80,000/- (Rupees One Lakh Eighty Thousand)** per annum.
2. **Entitlements and allowances:** Your break-up of gross salary, other entitlements and allowances on joining will be as specified in **Annexure I** to this letter. The management reserves the right to modify or change such allowances, benefits and perquisites from time to time in accordance with the Company's policies. The existing Company Policies have been attached to this letter in **Annexure II**.
3. **Probation:** You will be on probation for **Three Months** from the date of joining the Company. The same may however be extended or the employment be terminated, if so deemed necessary by the Management. On completion of such time, based on your performance, you would be considered confirmed.
4. **Timing & Job Assignment:** Your timings shall be governed by the working hours of the Company' office. During the course of your employment, you may be given any assignment and or additional assignments arising out of the Company's business that the management, in its subjective judgment, feels is suited to your background, qualification or experience. It shall be your prime responsibility to complete the assignments as given to you under the employment with due diligence.
5. **Transfer:** As the Company or associated companies are involved in a regional business and may have interests and business dealings overseas or other domestic locations, in the performance of assignments with the Company or associated companies, you may and will be required from time to time to travel and work with any other department, subsidiary, associate company or joint venture at any other location at the same terms as outlined in this employment subject to our business requirements. The Company also reserves the right to transfer your services to another location if need be at the same terms & conditions as applicable to you at the time of your transfer.

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6. Confidential Information:

- a) During the course of your employment with the Company, you shall keep high standard of efficiency, integrity and secrecy. In the event of cessation of this agreement with the Company, you shall not divulge to anyone any data or information of confidential nature concerning the Company and its products and services which will come within your knowledge during your tenure with the Company and/or within next 2 years from your exit from the company.
- b) Due to the nature of the business conducted by the Company you will have access to confidential and proprietary information of clients and of the Company. Neither during the course of employment nor within next 3 years from your exit from the company, you disclose to any person or entity for any reason whatsoever, or for your own benefit, use, directly or indirectly any confidential information concerning the business or affairs of the Company, or any affiliate or client, acquired by you in the course of your position with the Company, so long as such information remains confidential, i.e. not available to the public.
- c) The data of any nature whatsoever and in any form whatsoever of the company shall always belong to the company and you shall not use and/or claim any rights over it in any manner whatsoever during the period of your employment nor at any time in future.
- d) Breach of the above obligations gives the Company the right to terminate your employment services forthright and / or take any necessary actions for that matter.

7. Intellectual Property Rights:

- a) All results and proceeds of every kind of the services heretofore and hereafter to be rendered by you as an employee, including without limitation all ideas, suggestions, themes, concepts, works, designs, models, algorithms, codes, trade secrets, business processes, wireframes, plans and other material (collectively called "**Works**"), whether in writing or not in writing or in electronic form, at any time heretofore or hereafter created or contributed by you which in any way relate to the Company or to the material on which the Company conducts its business, are and shall be deemed to be "assigned in perpetuity to the Company.
- b) You hereby acknowledge and agree that, all the Works, results and proceeds of your employment under this Appointment Letter hereunder have been specifically commissioned for the Company and such Works rendered by you shall constitute "Work-made-for-hire"/ "commissioned works" developed at the instance of the Company and the Company shall be the first and exclusive owner of all rights including but not limited to Intellectual Property Rights and copyright in the Works for all purposes, in perpetuity. The Company, as first and exclusive owner, shall have the sole and exclusive right to exercise all rights comprised in copyright in the Works in accordance with Section 14 (1) (a) and (d) of the Copyright Act, 1957 or any other equivalent provision thereof.
- c) It is hereby irrevocably and unconditionally understood and agreed by you that any / and all Intellectual Property Rights in the Works developed by you and all other underlying rights therein, including without limitation all copyrights, neighboring rights, language rights, trademarks and any and all other ownership and exploitation rights, shall solely belong to the Company in perpetuity and that the Company alone shall at all times retain the sole right over any and all forms of commercial exploitation of the Brand and that of Works developed by you. Such commercial exploitation shall include and shall not be restricted to exhibition,

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illustration, production, reproduction, adaptation, performance, fixation, rental and lending rights, exhibition, broadcast and all other rights of communication to the public, distribution, licensing, franchising, shows, merchandising, music rights, television and electronic media rights, internet and any other avenues as is currently available or may ever become available in the future, and the right to exploit the Works done throughout the universe in perpetuity in all media, markets and languages and in any manner now known.

- d) Without prejudice to the above, you hereby fully, irrevocably and unconditionally agrees, confirms and warrants that you have automatically and completely waived off, and fully assigned to the benefit of the Company, any and all rights including the Intellectual Property Rights in relation to the Works and in any and all literary, artistic, dramatic or other works undertaken, performed, rendered by you towards the Company, or may be defined under any laws laid down by any statute from time to time. Such assignment shall operate for all the modes, media and formats of exploitation in respect of the "Works" and you hereby expressly acknowledge the sufficiency of your salary as the consideration towards the assignment of the rights for exploitation of the Works on all the modes, media and formats of exploitation. It is agreed by you that the provisions of Section 19(4) and 19A of the Copyright Act, 1957 shall have no application or effect on the terms of this Agreement. You hereby acknowledge and undertake that the assignment of copyright in the Works as granted herein is not and will not be contrary to the terms and conditions of the rights already assigned to a copyright society in which you are a member. You hereby repeat that either during or after this Appointment Letter, neither you nor any person representing you shall ever have or claim to have any right, title or interest of any nature whatsoever over the Company or any parts thereof.
- e) You hereby grant an irrevocable and exclusive license during the term of the copyright to the Company and/ or its transferees/ assignee/ sub- licensees, for the territory of the entire universe to exploit all assigned copyrights in the said Works or parts thereof, in any new mode or medium which is not in existence or in commercial use as on date, in lieu of the salary paid to the you under this Appointment Letter.
- f) You at all times hereby irrevocably and unconditionally agrees and undertakes to forthwith execute, sign or endorse any document or to immediately get executed any such document or instrument by your assistants/representatives, to formally record any such assignment if the same is ever required by the Company, due to any reason whatsoever. You further fully agree and understand that neither you nor your assistants/representatives shall be entitled to any further amounts or benefits in any manner whatsoever towards such formal documented assignment of intellectual property rights, if and when called upon by the Company for the same. You hereby agree and undertake that neither you nor any of your representatives shall ever whether directly or indirectly do or cause to be done any act, which in any way infringes upon or prejudices in any manner the Company's exclusive copyright over the Works.
8. **Non-Solicitation Obligation:** The Notice period for the termination of the employee differs from designation to designation. A Junior Candidate will have to give a notice period of 1 month whereas, a Senior candidate has to give a notice period of 2 months. However in both the circumstances, if the task or the project assigned to the employee is not completed as deployed by the employee, then the employee is not permitted to leave the office of employed until the task or project is completed by the employee.:
- a) You agree that in and during your employment hereunder, you will not develop any personal acquaintanceship and relationship with one or more of the Company's clients, and you agree not to disclose any knowledge of those client's affairs and requirements that may constitute significant contact between the Company and such clients.

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b) You shall not, within 3 month(s) after the date of termination of your employment with the Company, recruit, solicit, entice, assist or engage in any activity whatsoever that would result in any person then or thereafter employed by the Company or appointed as a representative of the Company, to join you in providing services to or be employed by any business activity in which you shall be involved, unless the same is waived off in writing by the Company / HOD of your department.

9. **Company Rules & Regulations:** You shall at all times abide by and be governed by the Code of Conduct, rules and regulations framed by the Company, and instructions, policies, guidelines and orders issued from time to time. In the event that you breach any of the said Company rules, regulations etc., the Company without giving you notice reserves the right to terminate your services forthwith with or without adopting disciplinary action(s) against you, as the Company considers fit. The Company shall be entitled to amend and/or alter its rules, regulations and policies which shall be informed to you via email and the same shall be deemed to have accepted and acknowledged by you.

You shall adhere to the following Code of Conduct at all times during your employment with the Company:

- a) Maintain all confidentiality as per this Appointment Letter.
- b) Handle all Company assets assigned to and accessed / used by you, whether physical or intellectual, with reasonable and proper care. This has been further elucidated in the Tech Support Policy that forms part of Annexure II to this letter.
- c) Maintain openness and honesty. Kindly refrain from inciting your colleagues or making any defamatory statements related to the Company or directors or any associates or any employees, in any form, whether verbally or in writing or in electronic form, inside or outside the Company. If you have any issues or grievances or complains, kindly report the same to the HR department and the same shall be redressed by the HR department in an amicable manner within two weeks or as decided by the company. Do not hesitate to approach the HR department to report any violation of the Company rules, regulations, policies, Code of Conduct etc.
- d) The senior management of the Company must operate as role models and mentors to the employees of the Company by maintaining high levels of professional standards and leading by example.
- e) Substance abuse is not permitted on the job or in the premises of the Company. In the event that you are found guilty of substance abuse, the company shall be entitled to take strict action thereupon (Note: smoking and consumption of alcohol is strictly NOT permitted).
- f) No employee can take up freelancing during the course of their employment and in any circumstances if any employee is found freelancing, then firstly the employee will have to forfeit such freelance work and secondly, they will also be liable for disciplinary action against them.

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10. Ethics and Etiquettes:

- a) An employee is not permitted to use the mobile phones for personal use during the working hours of the employment.
- b) An employee is not permitted to make personal calls unless during the time of emergency use during the working hours of the employment.
- c) An employee is not permitted to use their (personal) social media accounts for instance Whatsapp, Facebook etc. for personal use during the working hours of the employment.
- d) An employee is strictly prohibited from using their personal email-ids, pen drives, any storage devices in the laptops/computers of the office.
- e) An Employee shall not use their personal Laptops or computers in the office and/or access to the data of the Company without the prior permission of the Company.
- f) An employee is duty bound to maintain decorum and politeness use during the working hours of the employment.
- g) An employee is strictly prohibited from creating any kind of nuisance including listening Music through headphones or the speakers or otherwise.
- h) An Employee shall maintain all the desk etiquettes and cleanliness on the floor.
- i) An employee is strictly prohibited from using unprofessional and unethical languages on the floor in any manner whatsoever.
- j) An Employee shall strictly follow the Dress code viz. Monday to Friday will be a formal dressing whereas Saturday will be a casual dressing.
- k) The Employee shall not indulge into any personal relationships with anyone as connected with the Company in any manner whatsoever and if such close relationship is found or apprehended then strict action could be initiated against such Employee at the Discretion of the Management.
- l) An employee is strictly prohibited from indulging in any activity and/or communication including by email, SMS, whatsapp or otherwise so as to publicize the negativity of any of the employee or management or Company in any manner whatsoever, and if such activity is found or apprehended then strict action could be initiated against such Employee at the Discretion of the Management.

11. Date of Joining: Your date of joining the company is **08th Nov 2021**.

12. Termination of Services: You shall retire from the service of the Company upon attaining the age of 58 years. Notwithstanding the your above service with the Company may be terminated at any time, by giving written where the Notice period for the termination of the employee differs from designation to designation. A Junior Candidate will have to give a notice period of 1 month whereas, a Senior candidate has to give a notice period of 2 months. However in both the circumstances, if the task or the project assigned to the employee is not completed as deployed by the employee, then the employee is not permitted to leave the office of employed until the task or project is completed by the employee.:

13. Further, the management also reserves the right to terminate your services without giving any notice in view any misconduct or violation of any nature as set out herein. Provided further you shall be entitled to resign from the services of the Company by giving written notice of 45 working days or at the discretion of the Company by payment of one month's basic salary in lieu thereof. In the event of absconding or pre-mature resignation on your part, the Company shall reserve the right to withhold / forfeit the payment of your salary, including contributions to the PF Employee Contribution, at a pro rata basis for the duration of the remainder notice period not served by you. The full and final settlement will take place after 45 working days of your last working day.

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Accredited by NAAC 'B+'

14. **Salary Review:** Your salary shall be reviewed in accordance with the Company's Compensation Review Policy and procedures in effect at the time. The Company reserves the right to change the effective date of increment without assigning any reasons.
15. **Acceptance:** If the above terms and conditions of the employment including the Annexure I and Annexure II therefore is acceptable to you, please sign on the duplicate copy (including the Annexure I and Annexure II) in token of your having accepted the same.

Affix Center Softech Services Pvt. Ltd.

Name of employee: Shivam Vishwakarma

Authorized Signatory

Signature of employee

Date : _____

Date : _____

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ANNEXURE I

Dated: 06th Nov 2021

The breakup of your total salary & other allowances will be as follows:

Components	Rupees (per month)	Rupees (per annum)
Basic Salary	15000	180000
House Rent Allowance	-	-
Medical Reimbursement	-	-
Conveyance Allowance	-	-
Special Allowance	-	-
Gross C.T.C. (A)	-	-
PT (B)	200	2400
Total In hand (A - B)	14,800/-	1,77,600/-

- The above are subject to any Company policy, procedure or guidelines that may be issued from time to time. All perquisites and benefits including reimbursements are subject to Income Tax as per the provisions of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value.
- Minimum government tax saving compliance is mandatory.

NOTE: This Annexure I forms an integral part of the Appointment Letter dated 06th Nov 2021

Cheers!

Affix Center Softech Services Pvt. Ltd.

Name of employee: Shivam Vishwakarma

Authorized Signatory

Signature of employee

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ANNEXURE II

Dated: 06th Nov 2021

Company Policies:

- A. Attendance and Leave Policy
- B. Reimbursement Policy
- C. Community Management Policy
- D. Social Media Guidelines
- E. Tech Support Policy
- F. Exit Policy
- G. Data Protection Policy

You hereby acknowledge that you have read, understood and fully agreed and confirmed to abide by the following Company Rules, Regulations and Policies including the updates thereof at all times during any kind of employment or association with the Company.

Name of Employee : Shivam Vishwakarma

Signature of employee

NOTE: This Annexure II forms an integral part of the Appointment Letter dated **06th Nov 2021**.

Affix Center Softech Services Pvt. Ltd

Authorized Signatory

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A. Attendance & Leave Policy

Objective: To rejuvenate and maintain a healthy work-life balance.

Applicability: Applicable to all confirmed employees, employees on probation, interns and Consultants (hereinafter collectively referred to as "employees").

Types of Leaves:

- Paid Leave (sick and casual)
- Compensatory off(s)
- Public Holidays
- Maternity / Paternity Leave
- Unpaid Leave

Standards:

1. All confirmed employees of the Company are entitled to 12 days of paid leave (6 sick leaves and 6 casual leaves, calculated on a pro rata basis as 1 sick leave or 1 casual leave per month for the purpose of computing the notice period) in a year (calendar year) which you may take during the year.
2. Employees on probation shall only avail to a maximum of 3 days of leave during their probation period, and any more leaves taken during this period will be considered as leave without pay.
3. All employees are entitled to 10 days of paid leave (Public Holidays) that will be disclosed by the Company at the beginning of each year.
4. Leaves and compensatory off(s) will be granted at the discretion of the HOD, depending upon the exigencies of work.
5. Any leave taken without the approval of the HOD or after exhausting the leave balance for that year will be considered as leave without pay.
6. In the event that any employee arrives at the Company's office at any time after 10:00 am without giving any prior notification, the same shall be considered as leave taken by the Employee on such date.
7. In the event that the employee has worked late on a particular working day, he/she must obtain the permission of the manager by email communication to arrive later than the above mentioned clock-in deadline (11.00 am) on the next working day.
8. An employee at the office has to punch-in and punch-out his/her attendance in bio-metric before entering the office and while leaving the office. In any circumstances, if the employee fails to punch-in or punch-out while his/her attendance in bio-metric, the employee will be counted absent for that particular day and the employee cannot dispute to the HR department with this fact.
9. An employee can obtain the managers permission to arrive late at work up to two times in a month. The reason for an employee obtaining permission for late arrival will be evaluated and assessed by the concerned manager and approval of permission will be granted post the evaluation of the situation. In the event that an employee attempts to obtain permission for late arrival for the third time in the same month from the manager, the application shall be outright rejected and the employee will be considered absent or on an unpaid leave if they fail to arrive before the 10.00 am clock-in deadline unless approved by the concerned manager.
10. It must be noted that taking a leave without prior permission of the concerned manager will constitute absence and shall henceforth result in a deduction of salary of the employee.
11. All communication by employees to the manager regarding any leave must be made via e-mail.
12. The HOD shall report any absenteeism in their department to the Company's HR department at hr@affixcenter.com within 48 hours after such absenteeism.
13. Employees working on a weekend may be entitled to a compensatory off at any time during the following 30 days, at the sole discretion of their respective HOD.
14. Compensatory offs or public holiday(s) will not be counted as paid leave if they fall within the applied / permitted leave period.

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15. In the event an employee does not utilize his / her yearly permitted paid leaves, the balance unused paid leaves, subject to a maximum of 10 days, shall be carried forward to the total permitted paid leaves of the said employee in the following year.
16. All female employees are entitled to a paid maternity leave as for the period as prescribed under the relevant prevailing Laws.
17. Any female employee on probation is not entitled to any maternity leave for any period.
18. Any kind of leave, whether paid or compensatory or any other, cannot be en-cashed by an employee under any circumstances.
19. At the time of the receipt of an employee's resignation, the employee's remaining paid leaves shall be adjusted against the notice period of 45 working days.
20. At any case if the employee leaves early from the office without taking prior permission from HOD, then they are to be marked as absent for that particular day.

Procedure:

1. The employees shall keep HR Department in the loop for all the applied leaves. All employees shall apply for leave and compensatory off(s) through the HR software.
2. Any leave applied through internal emails must be applied, recorded and approved on the HR software as well.
3. Prior approval from the HOD is mandatory when applying for a compensatory off.
4. When applying for leave, the employee shall mention the date of leave, reason for leave and additional / alternate contact number in order to obtain the HOD's approval.
5. For casual leave less than or up to 3 days, the employee shall obtain prior approval for the same at least 1 week in advance.
6. For any period of leave exceeding 3 days, the employee shall obtain prior approval for the same at least 1 month in advance.
7. In case of medical or family emergency, notification by the employee at their earliest would be appreciated.
8. For all leave related queries, write to hr@affixcenter.com



B. Reimbursement Policy

Objective: To establish reimbursement guidelines for expenses incurred by the employee / intern /consultant on behalf of the company.

Applicability: Applicable to all Confirmed employees, Employees on Probation, Interns and Consultants (hereinafter collectively referred to as "employees").

Types of Reimbursements:

- Food
- Travel

Standards:

1. Bills for food, taxi and any other bill (s) pertaining to expenses incurred for carrying out works assigned to the employee must be dropped in the Accounts Department along with the reimbursement form.
2. The reimbursement form(s) and bill(s) must be submitted to Accounts Department every Friday of the week.
4. The reimbursement forms are then verified by the accounts department and thereafter the reimbursement is made to the employees by Monday of every week. The reimbursement form shall bear the name of the employee, the date of the expense incurred, the date of submission of the reimbursement form, the project / client's name, total amount expense incurred and the respective HOD's signature.
5. Each reimbursement form pertains to a single project / client only. Hence, the employee must submit different reimbursement forms for different projects / clients.
6. It is mandatory to obtain the signature of the Head of Department on the reimbursement form before submission.
7. Please do not forget to add up the total expenses incurred on each reimbursement form.
8. The employee is entitled to reimbursement for food for an amount which the company deems fit in the event where the employee is working in the Company's office after 11 p.m.
9. Food Reimbursement will not be provided in case you are outside office (lunch) or for lunch over the weekend.
10. All female employees shall be entitled to late night travel allowance in the event that the female employee is working in the Company's office after 11 p.m.

Submission: The reimbursement form(s) along with bill(s) must be submitted to Accounts Department.

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C. Community Management Policy

Objective: To understand the expectations and the minimum required standards set by the Company for appropriate behavior while accessing a client's Credentials.

Applicability: Applicable to all confirmed employees, employees on probation, consultants, interns and freelancers who have access to any of the client's accounts (including server logins & FTP).

Standards for Digital Marketing:

1. The password(s) for the client's account must only be given to the account / admin managers.
2. The password(s) for client's accounts must never be written and displayed openly. It is the responsibility of the account / admin manager to share the client's password with a limited number of people on a strict need-to-know basis.
3. The credentials and the complete set of all the client's passwords must be maintained and updated by the account / admin manager. This must be shared with the client as and when required.
4. It is the responsibility of the account / admin manager to change the passwords of all social media accounts regularly, on a monthly basis. The said change(s) must be intimated to the client immediately.
5. Admin rights to a client's account must be given only to a few people who manage and maintain this account.
6. Admin rights cannot be given to any other person without informing the account / admin manager and obtaining an approval from the same.
7. Always publish post(s) and tweet(s) from the laptop or the desktop assigned to you.
8. Do not publish post(s) and tweet(s) from mobile phones.
9. Never access a client's account from a cyber café or any other public computer.
10. Do not post any personal views or comments from the brand's official accounts.
11. Always double-check before posting or tweeting.
12. Always give people proper credit for their work, and make sure you have the right to use something with attribution before you publish.
13. The highest standards must be upheld when maintaining a client's account. Managers must always double-check for any copy errors or typos before posting and / or tweeting content.
14. Employees are not to publish post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor
15. Always get your manager to vet the content before you post it from the client's account.
16. Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated.
17. Use a scheduler such as Tweetdeck or Facebook's native scheduling system to schedule regular content.
18. Always log out of the client's account once you are done posting / tweeting.
19. If you have saved passwords on your computer / laptop, always lock your computer / laptop when you leave your seat, or when you are not using your laptop. Do not share the password to access your laptop / computer with anyone.
20. Do not access objectionable websites or websites prone to spam and viruses on the Computer / Laptop that you use to access the client's official account for posting / tweeting

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- purposes.
21. Do not allow access to unverified 3rd party applicants to extract data from the client's account without informing and obtaining consent from the manager and the client.
 22. Regularly check for and remove spam comments from the client's Facebook page posts.
Failure to comply with the above standards will invite disciplinary action

Standards For Development:

1. The password(s) for the client's account that includes server credentials, FTP access & third party services logins must only be given to the developer / Team Leaders & Project Managers.
2. The password(s) for client's accounts must never be written and displayed openly. It is the responsibility of the developer / Team Leaders & Project Managers to share the client's password with a limited number of people on a strict need-to-know basis.
3. The credentials and the complete set of all the client's passwords must be maintained and updated by the Project Manager. This must be shared with the client as and when required.
4. Developer / Team Leaders & Project Managers should be cautious in using any third party script or codes which should not be from any paid source as it would result in IPR Violation.
5. Developer / Team Leaders & Project Managers do not have the rights to carry any type of data from office premises and/or it should not be shared or emailed outside unless acknowledged in advance with a written consent from the management.
6. Developer / Team Leaders / Project Managers & Graphic Designer should not use any third party product or services to avoid Licensing and Copyrights violations.
7. Any new change or modification recommended by the client has to be routed through a written acknowledging and approval from the management and/or concerned authority.
8. Developer / Team Leaders / Project Managers are not allowed publish or circulate the project until he/she is not authorized for it.
9. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor
10. Always get your manager to vet the assigned task before you post it from the client's account.
11. Do not access objectionable websites or websites prone to spam and viruses on the Computer / Laptop that is allotted to you.
12. Do not allow access to unverified 3rd party applicants to extract data from the client's account without informing and obtaining consent from the manager and the client.



D . Social Media Guidelines

1. Any change with respect to the admin / account manager must be communicated to the client immediately. The entire list of people who will access the clients account must also be shared with the client on a monthly basis. This information will include the person's name, email id and mobile number.
2. Anyone with access to a client's social media account or any other privileged information must sign the undertaking, non-disclosure agreements and other agreements, as and when shared by the client.
3. All password(s) maintained by the manager/employee must be changed on a monthly basis. Also, access and admin rights must be tracked and revised, as and when needed, by the manager/employee. The same must be communicated to the client.
4. Any change in the password(s), extension or revision of admin rights, must be communicated and approved by the client. After the approval is received, it will be the responsibility of the Team Leader or any person with a designation above the TL, to allocate the admin rights to the concerned people.
5. The Company shall not, willingly or unwillingly, use the alias of the client in any communication with any social network.
6. For account verifications or for any communication / clarification / complaints whereby the social network requires a written approval / application, the Company may only advise the clients. The client will be responsible for the actual submission directly or through their own legal arm.

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E . Tech Support Policy

Objective: To build accountability towards Company assets, office equipments and data; and to enable us to work efficiently.

Applicability: Applicable to all Confirmed employees, Employees on probation, Consultants and Interns.

This policy covers the following Company assets, office accessories & systems: All computing devices, electronics, office stationery, and all related peripherals and separable components and parts (collectively called '**office equipment**') including but not limited to laptops, desktops, mouse, pen tablet, printers, scanners, external hard disk, USB drives, removable devices, tablets, mobile phones, chargers, video equipment, cameras, tripods, lenses, lights, data cards, Internet dongles, head phones, and any other equipment issued / assigned by the Company to you and / or used / borrowed by you.

Standards:

1. The Company will provide laptops/Computers to all the employee so the employee need not carry their own laptop.
2. Once office equipment is assigned to you, the entire accountability of the equipment will be yours until the same is returned back to tech support team.
3. In the event that the office equipment used by you / in your possession / given to you / assigned to you, is damaged and / or needs to be repaired, or is lost, knowingly or unknowingly, then you will have to bear 50% of the cost such requisite expense.
4. You are to use the official email address for official purposes only.
5. All your emails shall end with an email signature containing your full name, correct designation, department, the Company's office address, your contact number and the Company website.
6. You shall not under any circumstances send / transmit messages or attachments outside the Company which are:
 - Abusive including the use of foul language
 - Malicious
 - Discriminatory in any sense (e.g. age, race, religion, gender or disability)
 - Defamatory about any other person or organization or the Company
 - Bullying or intimidating content
 - Confidential information
7. Downloading any type of Torrent file (e.g. movies, music, TV shows etc.) or any direct download for non-official and recreational purposes, is strictly prohibited. Anyone found doing the same would invite disciplinary action.
8. Downloading & installing unlicensed software or copyright protected information is not permitted, as it may make you and/or the Company liable to legal action.
9. For any tech support related queries, kindly write to the concerned Hardware Engineer.



F. Exit Policy

Objective: To enable smooth closure and provide clear guidance and go ahead from all departments before settling the accounts of a resigned employee / consultant.

Applicability: This policy is only applicable to Confirmed Employees, Employees on probation and Consultants (hereinafter collectively referred to as "employee") and Managers.

Procedure to be followed by Confirmed Employees, Employees on probation and Consultants:

1. If an employee decides to leave the company, the employee has to serve a notice to their respective departments. The Notice period for the termination of the employee differs from designation to designation. A Junior Candidate will have to give a notice period of 1 month whereas; a senior candidate has to give a notice period of 2 months. However in both the circumstances, if the task or the project assigned to the employee is not completed as deployed by the employee, then the employee is not permitted to leave the office of employed until the task or project is completed by the employee.
2. The employee must submit his resignation letter via his / her official Company email to the HOD's official email address and mark the HR in CC. A written confirmation from the HOD of the acceptance of the said resignation is mandatory and the notice period shall commence from the date on which the said resignation has been accepted by the HOD.
3. While serving the notice period, the resigning employee cannot take any leaves or Half Day, unless otherwise decided and approved by the HOD.
4. The employee shall submit / return all the office equipment and accessories, assigned to him / her during the course of the employment or in possession of the said employee, to the tech support team.
5. Data transfer is the responsibility of the employee and must be carried out before the last working day since all the office equipment must be handed over to the tech support team before the last working day of the employee.
6. The employee will not have access to his / her Company email ID after his / her last working day.
7. Before leaving the company the employee has to finish all the assigned task, projects and do a proper handover to the concerned person with a complete co-operation or else the final payout and documentation will be withheld.
8. The full and final settlement will take place after 45 working days following the employees last working day at the Company.
9. The Employee agrees that on grounds of any brutal language, unsolicited comments on any of the digital platforms company is free to take any further steps.

Procedure to be followed by Managers:

1. The manager shall ensure that the HR department of the Company is marked on his / her acceptance of the resignation.
2. The manager shall ensure that a proper handover of all confidential information is done before the employee leaves the Company.
3. The manager shall send a confirmation email to the HR Department of the Company on the employees last working day intimating them to terminate the employee's Company email id.

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Tel. 25704526 / 25704530

G - Data Protection Policy

Purpose:

To provide a process to restrict and/or report suspected thefts involving data breaches or exposures, including unauthorized access, use or disclosure to appropriate individuals and to outline a response to a confirmed theft, data breach on the type of data involved.

Scope:

This policy covers all computer systems, network devices, and additional systems owned or bought on rent by the company. This contains, but is not limited to;

- Loss or theft of data or equipment on which data is stored
- Inappropriate access control allowing unauthorized use
- Human Error
- Unforeseen circumstances such as fire or flood
- Hacking
- Contents and media of any nature whatsoever of the past, present and/or future projects, including the projects as mentioned in addendum hereto.
- Details of the client including their data, documents and assigned work.

Ownership of Data:

- The Ownership of the Data of any nature and in any form including Intellectual Property Rights as attached thereto shall always belong to the company.

Guidelines:

- The data will be collected fairly and for lawful purposes only.
- The data will be processed by the company within its legal and moral boundaries.
- The data will not be distributed to any party other than the ones agreed upon by the owner of the data (exempting legitimate requests from law enforcement authorities)
- The data will not be communicated informally.
- The data will be protected against any unauthorized or illegal access by internal or external parties.
- All the data is stored in a secure storage server, under secure locks and continuous CCTV surveillance.
- Access authorization to only authorised individuals with respective logs in place.
- All data on server is password protected covered under password policy.
- Passwords to all accounts, systems, equipment, etc must be changed on a monthly basis.
- In case any employee has left the organization, the responsibility of resetting the password lies with the department heads.

Reporting of Breach:

- The person who discovers/receives a report of a breach must inform the Technical Head / HOD. If the breach occurs or is discovered outside normal working hours, this should be reported as soon as it is possible. This must be written to hr@affixcenter.com *
- The Technical Head / HOD must ascertain whether the breach is still occurring. If so, steps must be taken immediately to minimize the effect of the breach.

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- The Technical Head / HOD must also consider and inform the police as the circumstances may require. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future.
- The Technical Head / HOD must quickly take appropriate steps to recover any losses and limit the damage. Steps might include:
 - a. Attempting to recover lost equipment
 - b. Contacting the Communications Team so that they can be prepared to handle any press enquiries.
 - c. The use of back-ups to restore lost/damaged/stolen data.
 - d. If bank details have been lost/stolen, consider contacting banks directly for advice on preventing fraudulent use.
 - e. If the data breach includes any entry codes or passwords, then these codes must be changed immediately, and the relevant agencies and members of staff informed.

Investigation of the Breach:

- The Technical Head / HOD should ascertain whose data was involved in the breach, the potential effect on the data subject and what further steps need to be taken to remedy the situation. The investigation should consider the type of data, its sensitivity, what protections are in place (e.g. encryption), what has happened to the data, whether the data could be put to any illegal or inappropriate use, how many people are affected, what type of people have been affected (the public, suppliers etc) and whether there are wider consequences to the breach. A clear record should be made of the nature of the breach and the actions taken to mitigate it. The investigation should be completed urgently and wherever possible within 24 hours of the breach being discovered/reported. A further review of the causes of the breach and recommendations for future improvements can be done once the matter has been resolved.

Notification of the Breach:

- The Technical Head / HOD after seeking legal advice, decide whether anyone should be notified of the breach.
- The notification should include a description of how and when the breach occurred and what data was involved. Include details of what you have already done to mitigate the risks posed by the breach.

Action :

Company shall be entitled to take strict action including the action of immediate termination without giving any notice if any this Policy of the Company is not adhere by anyone.

Compensation :

Any one not adhering to the terms of this Policy shall be liable to compensate the company for the caused damage and/or loss of goodwill and/or otherwise, at the rate as that may be solely determine by the company.

Review and Evaluation:

- Once the initial aftermath of the breach is over, the Technical Head / HOD should fully review both the causes of the breach and the effectiveness of the response to it. A report should be written and sent to the next available Management Team meeting for discussion. If systemic or ongoing problems are identified, then an action plan must be drawn up to put this right. If the breach warrants a disciplinary investigation, the manager leading the investigation should liaise with Human Resources for advice and guidance. This policy may need to be reviewed after a breach or after legislative changes, new case law or new guidance. Consideration should be given to reviewing this policy on an annual basis

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- Any individual who suspects that a theft, breach or exposure of data has occurred must immediately provide a description of what occurred via e-mail to hr@affixcenter.com by calling 022 4974 1122. This e-mail address, phone number, and web page are monitored by the company's IT Team. This team will investigate all reported thefts, data breaches and exposures to confirm if a theft, breach or exposure has occurred. If a theft, breach or exposure has occurred, the ITES team will follow the appropriate procedure depending on the class of data involved.
- The Company uses a self-assessment approach to assure compliance with this Policy and periodically verifies that the policy is accurate, comprehensive for the information intended to be covered. The Company encourages interested persons to raise any concerns using the contact information provided and company will investigate and attempt to resolve any complaints and disputes regarding Protection of Data in accordance with this Policy.
The Company may periodically audit privacy compliance and policies, and where necessary, will extend its policies and data protection practices to required extents by adding addendum hereto or otherwise.



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Arya Honda

Shaman Cars (I) Pvt. Ltd.
 Madhu Kunj, Sayani Road,
 Prabhadevi, Mumbai - 400 025.
 Tel. : 2421 5500
 Fax : 2432 1919
 IVR : 2422 8686
 E-mail : hondasales@teamshaman.com
 Website : www.aryahonda.com
 CIN No. : U50500MH1996PTC103492

Date: 23rd August 2021

Ms. Nirupama Teppa
 Abdul Gafar Chawl
 Room No 2, Gavdevi Mandir
 Ghatkopar, Mumbai 400086.

Dear Ms. Teppa,

With reference to your application and the subsequent interview you had, we are pleased to offer you employment with us as **Receptionist** in our organization on the following terms and conditions:

1. You will be stationed at our showroom at **Madhu Kunj Building, Sayani Road, Prabhadevi, Mumbai 400025** and will report to such person/s as may be nominated by the Company.
2. You will carry out such duties as may be assigned to you from time to time.
3. You will be on probation for a period of 6 months from the date of joining and during this period you services are liable for termination without any notice and/or payment in lieu thereof if your performance/progress and/or conduct are found to be unsatisfactory by the Company. The decision of the Company will be final and binding on this matter.
4. You will be entitled to an annual compensation of Rs. 209328/- (Two Lakh Nine Thousand Three Hundred & Twenty Eight Rupees Only) as detailed in the Annexure. This will be paid to you in arrears, monthly (except where specifically defined as annual in the Annexure) subject to statutory deductions, if any, at source. Apart from the above you will also be eligible for Incentives on sale of cars/achievement of targets as applicable.
5. You will serve the Company and/or its Associate Organizations to the best of your ability and will protect the interests of the afore mentioned organizations at all times.
6. You will not engage in any other business/employment during the tenure of your employment with the Company and/or its Associates, with or without remuneration, directly or indirectly.
7. You will not divulge any information you may come across, during the tenure of your employment, about the Company and/or its Associates to any other person/organization, whilst in service or thereafter, in the event of this contract being terminated by either party.
8. In the event of any misconduct, fraud or other commissions/omissions prejudicial to the reputation/interests/discipline of the Company and/or its Associate organizations, being committed by you, your services are liable for termination forthwith without any notice or compensation in lieu thereof. Such termination shall be without prejudice to the rights of the Company to proceed against you under other applicable/relevant statutes.
9. Your employment will, in all other matters not specifically provided for in this offer like Leave etc., be governed by the General Service Rules of the Company in force from time to time.

Showroom Janmabhoomi Chambers, W.H. Marg, Ballard Estate, Near G.P.O., Mumbai - 400 001. Tel.: 6745 9999 • Fax : 6745 9988
 Showroom/Workshop : 99/100, L B S Marg, Near St. Xaviers High School, Bhandup (W), Mumbai - 400 078. Tel : 6774 7777 • Fax : 6774 7766
 Workshop : C/o. CRISANA Synthetic, Bharat Petroleum Installation, PD'Mello Road, Mazgaon, Mumbai-400 010. Tel. 6612 9999
 Workshop : Near R.A. Kidwai Police Station, R.A. Kidwai Marg, Sewri, Mumbai - 400 015. Tel : 2413 5252 • Fax : 2413 5454
 Workshop : Bharati Workshop, 167, Vidyanagari Marg, Opp. Saraswati Bank, Kalina, Santacruz(East), Mumbai 400 098. Tel. 6139 9399
 Workshop : Nanavathi Premises, Opp. Sewri Police Station, Reay Road, Mumbai - 400 010. Tel : 2372 4617



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Arya Honda

Shaman Cars (I) Pvt. Ltd.
 Madhu Kunj, Sayani Road,
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 Tel. : 2421 5500
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 E-mail : hondasales@teamshaman.com
 Website : www.aryahonda.com
 CIN No. : U50500MH1996PTC103492

Date: 23rd August 2021

Ms. Nirupama Teppa
 Abdul Gafar Chawl
 Room No 2, Gavdevi Mandir
 Ghatkopar, Mumbai -400086.

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1. You will be stationed at our showroom at **Madhu Kunj Building, Sayani Road, Prabhadevi, Mumbai 400025** and will report to such person/s as may be nominated by the Company.
2. You will carry out such duties as may be assigned to you from time to time.
3. You will be on probation for a period of 6 months from the date of joining and during this period you services are liable for termination without any notice and/or payment in lieu thereof if your performance/progress and/or conduct are found to be unsatisfactory by the Company. The decision of the Company will be final and binding on this matter.
4. You will be entitled to an annual compensation of Rs. 209328/- (**Two Lakh Nine Thousand Three Hundred & Twenty Eight Rupees Only**) as detailed in the Annexure. This will be paid to you in arrears, monthly (except where specifically defined as annual in the Annexure) subject to statutory deductions, if any, at source. Apart from the above you will also be eligible for Incentives on sale of cars/achievement of targets as applicable.
5. You will serve the Company and/or its Associate Organizations to the best of your ability and will protect the interests of the afore mentioned organizations at all times.
6. You will not engage in any other business/employment during the tenure of your employment with the Company and/or it's Associates, with or without remuneration, directly or indirectly.
7. You will not divulge any information you may come across, during the tenure of your employment, about the Company and/or it's Associates to any other person/organization, whilst in service or thereafter, in the event of this contract being terminated by either party.
8. In the event of any misconduct, fraud or other commissions/omissions prejudicial to the reputation/interests/discipline of the Company and/or its Associate organizations, being committed by you, your services are liable for termination forthwith without any notice or compensation in lieu thereof. Such termination shall be without prejudice to the rights of the Company to proceed against you under other applicable/relevant statutes.
9. Your employment will, in all other matters not specifically provided for in this offer like Leave etc., be governed by the General Service Rules of the Company in force from time to time.

Showroom: Janmabhoomi Chambers, W.H. Marg, Ballard Estate, Near G.P.O., Mumbai - 400 001. Tel.: 6745 9999 • Fax : 6745 9999
 Showroom/Workshop: 99/100, L B S Marg, Near St. Xaviers High School, Bhandup (W), Mumbai - 400 078. Tel : 6774 7777 • Fax : 6774 7788
 Workshop : C/o CRISANA Synthetic, Bharat Petroleum Installation, P.D'Mello Road, Mazgaon, Mumbai-400 010. Tel. 6612 9999
 Workshop : Near R.A Kidwai Police Station, R.A. Kidwai Marg, Sewri, Mumbai - 400 015. Tel : 2413 5252 • Fax : 2413 5464
 Workshop : Bharati Workshop, 167, Vidyanageri Marg, Opp. Saraswati Bank, Kalina, Santacruz(East), Mumbai 400 098. Tel. : 8139 9399
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10. You will retire on attaining the age of 58 years which will be the age of superannuation
11. Your services are liable to be transferred to any other place of work/business of the Company and/or its Associates on the same terms.
12. This offer is made on the basis of information furnished by in your application for employment and any false declaration/s there in shall render this contract null and void without any liability whatsoever on the part of the Company and without prejudice to the rights of the Company to proceed against you under applicable statutes
13. This employment may be terminated, on either side, by giving one month's notice in writing or paying one month's salary in lieu thereof.
14. This offer is subject to you producing all original documents in support of your age, education, previous experience, last salary drawn etc as declared by you in your application for employment, for our verification and return.

In case the above offer is acceptable to you, please return the copy of this letter, duly signed in the column provided hereunder, as a token of your acceptance and report for duty on 23rd August 2021 under prior intimation to us.

We welcome you to our organization & look forward to this association.

Thanking You.

Yours Truly

For
SHAMAN CARS (I) PVT LTD


Swati Dwivedi
Head - HR



I have read and fully understood this offer of employment and I accept the same without any reservations.

Signature: 
Name: Nisupama Teppa .
Place: Mumbai



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INTERN OFFER LETTER

09/10/2021

**BUDDING
INFLUENCERS**

Dear Pooja,

We are pleased to offer you the full-time position as an Influencer Marketing Intern at Budding Influencers with a start date of 11/10/2021. You will be reporting directly to Sanobar Surani at Budding Influencers. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to do:

- Influencer Coordination
- Client Coordination • Campaign Tracking
- Campaign Planning
- Influencer Outreach
- Influencer Data Collection

Your internship with Budding Influencers will be a paid internship for which you will be getting a stipend of Rs. 5,000 p.m. The duration of the internship will be 3 months. This letter is not a contract or guarantee of employment for a definite amount of time.

As an intern of Budding Influencers, we will take full care that we help you in boosting and growing your career.

Please confirm your acceptance of this offer by signing and returning this letter by 10/10/2021.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,



[NADEEM SIDDIQUI]
[Co-Founder]

Signature:



Printed Name: Pooja Gohil

Date: 9th October, 2021.



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Date: 30/11/2020

To Whomsoever It May Concern

This is to Certify that **Ms KHUSHI SAJJAN SINGH RAJPUROHIT** successfully completed her tenure From **20th October, 2020 to 20th December, 2020** as an Intern with

Advisor Zaroori Hai

She successfully completed her project by participating in **Advisor Premiere League** which is part of **Financial Literacy & Investor Education** Initiative through Gamification and contributing towards her team **Equity Royals as**

Master Blaster

During this tenure of internship with us we found **KHUSHI SAJJAN SINGH RAJPUROHIT** to be Sincere, Committed and Dedicated towards her tasks.

We wish her all the luck for future endeavors.

Good Luck!



Amanpal Singh Chawla,
Founder,
Advisor Zaroori Hai

Date: 30/11/2020

AZH Consultants LLP
Incuspace, 203, 2nd Floor, Akruti Star, MIDC Central Road, Andheri East, Mumbai – 400051



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Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Science & Commerce
(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'



Date :23 December 2021

Krishna Vinay Singh

*105/A Wing, Om Akshaya Bldg, Om Complex

Mumbai-421202

Sub: Employment Letter

Dear Krishna,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as **Customer Service Associate** in the **Operations** with **CONNEQT Business Solutions Limited** (The Company) with effect from **21 December 2021** on the following terms and conditions.

You will be paid an Annual Gross Salary of INR, **160800.00** In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs **194400.00** This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

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

The above mentioned offer shall be valid if you join us on **21 December 2021**. Should you have any further queries, please feel free to contact our Recruitment Team.

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

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

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

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

CONNEQT BUSINESS SOLUTIONS LIMITED (formerly Tata Business Support Services Limited)
REGD. OFFICE: 1-B-371, GOWRA TRINITY, CHIRAN FORT LANE, BEGLUMPET, HYDERABAD 500003, INDIA | TEL: +91 40 65357045
CIN: UB4200TG1995PLC044069, WWW.CONNEQTCORP.COM

A SUBSIDIARY OF GUESSEY CORP

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Powai Vihar, Powai, Mumbai - 400 076, Maharashtra, India. Tel.: +91 22 2570 4526 / 2570 4530
E-mail: cbscollege@gmail.com Website: www.cscollege.co.in



Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
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(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'



Date: 23-December-2021

OFFER LETTER

Dear Rohit Manik Kamble,

Based on our recent discussions with you, we are pleased to inform you that you have been selected for a position with Gebbs Healthcare Solutions Pvt Ltd.

Your Date of Joining would be: **27-December-2021**

Your Annual CTC would be: **Rs 231915**

You shall be designated as an **AR Associate-Trainee**

In Addition, you will have an Earning potential of min Rs 0 and max Rs 5000 as a performance incentive based on your floor performance with respect to the set parameters.

"The incentive scheme is effective only post 60 days of joining".

To enable the completion of this process, you would be required to submit the following documents:

1. **Current Employment:** Last 3 months salary Slips / Relieving letter / Resignation acceptance letter. in case the salary slips are not in position to be submitted then the bank statements copy is a Mandate
2. **Education:** Photocopies of your Mark sheets **AND** Passing Certificates – X, XII, Graduation, Post-Graduation & Diploma (If applicable).
For all Graduation awaiting result candidates – All semester mark sheets or First year & Second year Graduation mark sheets
3. **Address Proof:** Copy of your passport / Driving license / Ration card
4. In case of Name change please furnish – Marriage Certificate or Name change affidavit
5. **Photo ID:** Pan Card/ Passport/ Driving license/Voter Id card
 - a. If no PAN Card, then please ensure you carry it on the date of joining (PAN card is a mandatory document without which we cannot onboard you)

We will formally extend you an appointment letter on behalf of Gebbs Healthcare Solutions Pvt Ltd on the submission of all the documents mentioned above by the due date; failing which it is deemed that you have no interest to pursue this employment opportunity with Gebbs Healthcare Solutions Pvt Ltd.

Your Offer is valid subject to clearance of your background verification.

Yours sincerely,

Associate Vice President - Human Resources
Amit Nainani

Candidate's Signature

Registered Office
"MindSpace", Building No.3, 1st Office Level, Thane - Belapur Road,
Airoli, Navi Mumbai 400 708

Tel: +91-22-39487300
www.gebbs.com

● ○ REDMI NOTE 9

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Tel. 25704526 / 25704530

Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
BAISANE PRADNYA DAGADU SHEETAL
Mumbai -
400076

Internship Offer Letter

We are happy to appoint you as an Inter in the department of Marketing for selling and distribution of Financial Products

We request you to join us from 1/11/2019 at our Office. Your internship term will be ending on 01/04/2020. For the services rendered by you we will pay you Stipend of Rs.8,000/- per month

During your internship you will be working from Monday to Friday from 2.00pm to 7.00pm. You will be eligible for two Casual Leave post 3 months of joining.

Regards



Ms. P. S. Dubey
HR - Sr. Executive

1/10 Parekh Niwas, Ghatkopar (West) Mumbai - 400086
Contact - 022-25149358



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Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530

Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
CHAVAN BHAVESH SURENDRA SANGEETA
Mumbai - 400076

Internship Offer Letter

We are happy to appoint you as an Inter in the department of Marketing for selling and distribution of Financial Products

We request you to join us from 1/11/2019 at our Office. Your internship term will be ending on 01/04/2020. For the services rendered by you we will pay you Stipend of Rs.8,000/- per month

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Regards



Ms. P. S. Dubey
HR - Sr. Executive

1/10 Parekh Niwas, Ghatkopar (West) Mumbai - 400086
Contact - 022-25149358



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Tel. 25704526 / 25704530

Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
CHAVAN SIKANDAR SURAJ SAVITA
Mumbai - 400076

Internship Offer Letter

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HR - Sr. Executive

1/10 Parekh Niwas, Ghatkopar (West) Mumbai - 400086
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Tel. 25704526 / 25704530

Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
KASHID RUGVED RAJENDRA REKHA
Mumbai - 400076

Internship Offer Letter

We are happy to appoint you as an Inter in the department of Marketing for selling and distribution of Financial Products

We request you to join us from 1/11/2019 at our Office. Your internship term will be ending on 01/04/2020. For the services rendered by you we will pay you Stipend of Rs.8,000/- per month

During your internship you will be working from Monday to Friday from 2.00pm to 7.00pm. You will be eligible for two Casual Leave post 3 months of joining.

Regards



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HR - Sr. Executive

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Powai-Vihar, Powai, Mumbai - 400 076
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Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
AWARE GAURI PRAKASH USHA
Mumbai - 400076

Internship Offer Letter

We are happy to appoint you as an Inter in the department of Marketing for selling and distribution of Financial Products

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Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530

Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
CHAVAN DIPALI RAJENDRA LATA
Mumbai - 400076

Internship Offer Letter

We are happy to appoint you as an Inter in the department of Marketing for selling and distribution of Financial Products

We request you to join us from 1/11/2019 at our Office. Your internship term will be ending on 01/04/2020. For the services rendered by you we will pay you Stipend of Rs.8,000/- per month

During your internship you will be working from Monday to Friday from 2.00pm to 7.00pm. You will be eligible for two Casual Leave post 3 months of joining.

Regards



Ms. P. S. Dubey
HR - Sr. Executive

1/10 Parekh Niwas, Ghatkopar (West) Mumbai - 400086
Contact - 022-25149358



I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530

Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
CHOUGULE RITESH RAJESH JAYSHREE
Mumbai - 400076

Internship Offer Letter

We are happy to appoint you as an Inter in the department of Marketing for selling and distribution of Financial Products

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Tel. 25704526 / 25704530

Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
DUBEY SEJAL ANILKUMAR POONAM
Mumbai - 400076

Internship Offer Letter

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15/10/2019

To,
GHOLAP ASHISH PRABHAKAR SUSHILA
Mumbai - 400076

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15/10/2019

To,
KHARAT PRASANJIT PRADEEP REKHA
Mumbai - 400076

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Batch One Consultants

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L/11-12/19

15/10/2019

To,
MIRGAL SAKSHI VINOD SHAILA
Mumbai - 400076

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Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
MURMU AMAR MONESHWAR SUMIKISKU
Mumbai - 400076

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15/10/2019

To,
NAGI HARPREET KAUR HARJEET SINGH GURJEET
Mumbai - 400076

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Company of Financial Planning

L/11-12/19

15/10/2019

To,
PAL NEHA RAJKUMAR ANITA
Mumbai - 400076

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L/11-12/19

15/10/2019

To,
PAWAR ABHISHEK ARJUN AMITA
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Batch One Consultants

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L/11-12/19

15/10/2019

To,
POOJARI AKSHITA GURAPPA. MALINGA
Mumbai - 400076

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Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
PRAJAPATI DURGA RAGARAM BHAWARI
Mumbai 400076

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15/10/2019

To,
RAJBHAR VISHAL KALPU CHINTADEVI
Mumbai - 400076

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To,
SHAIKH MUSKAN RAHIM ZAKIRA
Mumbai - 400076

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15/10/2019

To,
SINGH DHARMENDRA KUMAR RAMESH SUMITRA DEVI
Mumbai - 400076

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Batch One Consultants

Company of Financial Planning

L/11-12/19

15/10/2019

To,
SINGH RITIKA OMPRAKASH NISHA
Mumbai - 400076

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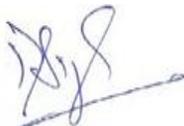
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15/10/2019

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Batch One Consultants

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L/11-12/19

15/10/2019

To,
SONI RITESH JANG SHAKUNTALA
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Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530

Bhandup west, Maharashtra- 400078
Website: www.brightwayz.in

Date : 1st June, 2021

To,
The Principal / Placements Cell
Chandrabhan Sharma College of Arts, Science & Commerce, Powai
Mumbai

**Subject: Appointment of "Marketing Executive" students at
Brightwayz**

Respected Sir/Madam,

We have shortlisted and appointed following students from your organization for Internship -as a role of "Marketing Executive". Internship will start from 10th June 2021, we have selected overall 72 students, so Internship will be divided into two batches

Batch 1 : 10th June , 2021 to 10th August, 2021

Batch 2 : 11th August, 2021 to 11th October, 2021

We have offered them Marketing and Digital Profiles. We will be offering them Rs.5,000/- per monthly as part of Stipend.

Do note, this is College copy and Individual students copy is being given to respective students

I am sure they will perform to the extent. We had conducted their Online Interview on 11th May, 2021. We are much happy to conduct this placement process at your college and would be happy to conduct for future as well.



I/C PRINCIPAL
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Following are the students appointed: (Batch 1 and 2)

1	JINCY JOSEPH SOSAMMA
2	ABHANG SIDDHI SANJAY NILIMA
3	DUTTA MEGHNA SUBRATA JHUPA
4	GOUR AKASH NANDLAL BINDA
5	GUPTA ANJALI GOPAL JI SUMAN
6	JADHAV PRJAKTA ANANDA CHHAYA
7	JHA AASHISHKUMAR SUBODH POOJADEVI
8	NAIR SURABHI SURESH KUMAR RADHIKA
9	PAL KAJAL RAMAKANT KESHADEVI
10	PARAB RATNAKAR MOHAN VRUSHALI
11	BAJIYA ABDUL KALAM ABDUL KAYUM ASMA KHATOON
12	DONGRE SAIPRASAD NITIN SAVITA
13	KHAN NELOFAR MUJAHID NOORJAHAN
14	MISHRA SHRADDHA SHAILESH REKHA
15	PANDEY PRITI PAWAN BHARTI
16	PANDEY TRISHA DINESH ANITA
17	SAKPAL GANESH SUBHASH SUNITA
18	SHAIKH MOHD AMAAN MOHD FAREED SHAMA
19	SHAIKH NAHID OBAIDULLAH NAUSHINA
20	SHAIKH NAMEERAH MEHMOOD TABASSUM
21	AHALYA AYYAPPAN HEMALATHA
22	ALISHA BENNY SHALY
23	SHARMA PRIYANKA ANGAD MEERA
24	ANSARI SHAFAKARZU AHMED ALI SABRAKHATOON
25	AWATE ABHIJEET HARISHCHANDRA MANGAL
26	CHAUHAN UMESH GHURELAL ASHADEVI
27	GUPTA DURGESH GANESH KAMLA
28	GUPTA RANJEET SANJAY RAMILA
29	HASHMI FAREEN MOHAMMAD FAIZEE PARVEEN
30	IDRISI AADAM MURTUZA KHUSMUDA
31	AJITH EJESHWARAN SUBRAMANI ANBARASI
32	CHIKANE ANIKET ANIL SUREKHA
33	DHEKNE BALKRISHNA SUNIL DHEKNE SWATI DHEKNE
34	GAWDE BHAVESH VIJAY VISHAKHA
35	GOLE AJAY SUNIL SINDHU
36	GOUDA RAHUL KAILASH SABITA
37	KHAN NAMRA IFTEKHAR AHMED KHAN MALKA KHAN
38	KHAN SHADAB MAQSOOD SHABNAM
39	KHAN SHEHZAD SAEED ZOHRA
40	MALIK FARHAN ABRAR PHARZANA
41	MALIK MD UMAR SHAKEEL AHMED SAEEDA
42	MENDONCA KEITH STEPHEN VERONICA
43	MURALIDHARAN SNEHA MURALIDHARAN VELAYDHAN SUDHA MURALIDHARAN
44	NADANKAR VIGHNESH PRAKASH SWATI
45	PANDEY ABHISHEK AVDHESH MAYA
46	PANDEY ANKITA PRABHU NARAYAN PANDEY SUNITA PANDEY
47	PANDEY NEERAJ RAMSHILA MANBHAVATI
48	PARMAR DEVANSH JITENDRA GEETA



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49	PAUL ADESH RAMRAO CHHAYABAI
50	PUNNASWAMI RAHUL ANTHONY RADHIKA
51	ALVI HUDA NAVED NIDA
52	GACCHE RAJNIGANDHA VINAYAK REKHA
53	GANGURDE SAKSHI SUDHAKAR HEMLATA
54	GAWLI SHRIKANT CHANDRKANT NEETA
55	KONDWILKAR RITU RAMDAS RAJANI
56	PADWAL HRISHIKESH ASHWIN NAOMI
57	PANDEY PARAM DINESHWAR NEELU
58	PANI CHINMAY RAMAKANT SHILPA
59	PATEL SHAHANA IRFAN FARHANA
60	SHARMA ABHILASHA RAKESH SHARMA USHA SHARMA
61	BISHT NIRMALA TRILOK SINGH DURGADEVI
62	BRID RUSHABH MURLIDHAR MEGHA MURLIDHAR BRID
63	CHAUBEY AADARSH BASHISTHA NARAYAN POONAM
64	CHINTAKONTA SWAPNIL NARAYAN JYOTI
65	CHOUDHARY SURESH GHISULAL TIPU
66	DEOKAR SAYALI SANTOSH SANGITA
67	INGLE SHRUTI HARISHCHANDRA SAVITA
68	KAMBLE PRITAM SHRIKANT SUMITA
69	KARALE SAKSHI BHAGCHAND MADHURI
70	KASHID RUSHIKESH RAJENDRA REKHA
71	KHAN ARSHIN RIZWAN AISHA
72	MALIK SHADAB NISAR SABRUNNISHA

Thanks,
Best Wishes and Regards,


HR Dept. Brightwayz


I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530

OPEN  MINDS
Productions

To,
 The Principal / Placements
 Chandrabhan Sharma College, Powai

Date: 16th August, 2020

To Whom so ever it may Concern

This is to certify that following mentioned students of Chandrabhan Sharma College of Arts, Science & Commerce, Powai (Mass Media Department); were selected and completed Internship with Open Minds Production Pvt Ltd.

Internship was in the area of **Social media executive and Script writing / Screenwriting**

Only Internship certificates.

Students has successfully completed Internship from **1st November, 2019 to 31st March, 2020** for the period of 5 months

Following are the mentioned students:

1	DESHBHRATAR VEDARTH HEMANT VAISHALI
2	FERRAO STALION SAMSON HILDA
3	GADHAVE RUTIK RAJESH SAPNA
4	GAIKWAD VINAYAK SUBHASH LEENA
5	GOSWAMI CHIRAG NAVINGAR VANITA
6	GUPTA ADIT ASHOK SUNITA
7	KANOJIYA RITIKA BABLU REKHA
8	KOTHARI ADITYA ANIL PRAMILA
9	KUMBHAR TEJAS NANDA SWATI
10	KURBA SUKESH NARSHAPPA BALAMANI
11	KURUBA SHARAN NARSAPPA BALAMANI
12	MISTRY JANHAVI PRAMOD PRATIBHA
13	PAL SURAJ RAJKUMAR REETA
14	PATEL MEET BABU GEETA
15	PRADHAN GANESH SUSHANT GEETA
16	SABAT ABHISEK GOVARDHAN PRATIMA
17	SADAEKAR TEJAS VASANT VEENA
18	SANNEKKAR TITUS ISAC MARTHA
19	SHAH DISHANT ASHISH NEHA



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 Powai-Vihar, Powai, Mumbai - 400 076
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20	SINGH ANCHAL KAMLESH POONAM
21	SOMAIYA NIKET HAREN PRAVINA
22	YADAV YASH SANTOSH YADAV ANITA YADAV
23	PRAJAPATI VIPUL VIJAYKUMAR URMILA
24	RUMANE UZAIR ABDUL MAJID SAFINA
25	KHAN MEHTAB IFTEKHAR AHMED SABIKUNNISA
26	KURBA VIDYASHRI BHIMANNA SAROJA
27	MHATRE NIMISH DEVENDRA SHWETA
28	GORI YOGESH PRATAP JASHODA
29	MISTRY DAKSH RAMESH KUMAR SAROJ
30	SAYYED MOHAMMAD KAAB MOHAMMAD ARIF SANIA

Do Note this is College copy, Individual students' copy is being given to respective students
Looking forward for many such Internship programmes

Thanking You,

Yours Faithfully,



Mrs. Tejaswinin Pathwardhan
Founder – Open Minds Production Pvt Ltd
9819665754
openmindsproductionindia@gmail.com

Hiranandani Garden, Powai, Mumbai 76



I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530



PICTURE KE PEECHHE FILMS

G-10, Phoenix Market City, Kurla, Mumbai 400070.

022-2249781676 www.picturekepeechhe.com

Ref No: A25732

Date: 15th April 2021

To,
The Principal,
Chandrabhan Sharma College,
Powai, Mumbai.

Sub: Appointment Letter - Video Producer Intern

Respected Madam,

We are pleased to extend internship offer letter for the position of Marketing / Sales / Back Office - Intern at PKP Films to the below mentioned students of your institution.

They will be entitled to a stipend of INR 8,000/- monthly.

The internship commences from 17th April 2021 to 10th September, 2021.

Our HR team will get in touch with these students and provide them their individual offer letters and follow up with them to complete other formalities.

Please find attached the list of names of students selected for this internship with this letter.

1	WARANG SEJAL DEVENDRA SMITA
2	DHAYBAR YASH BABAN KAVITA
3	RAJBHAR RAJESHWAR OMPRAKASH LAJWANTI
4	TAMTA BHIM HARI NIRMALA
5	GUPTA PARBIDKUMAR BHAVSAGAR GAYTRIDEVI
6	SHAIKH NADEEM ALI AZAM ALI AISHA
7	YADAV JANVI ARJUN SARITA
8	GADEKAR AAKASH KESHAV LAXMI
9	YADAV AMAN JAYPRAKASH FOOLADEVI
10	DABADE ABHISHEK BALU SADHANA
11	SOMAIYA NIKET HAREN PRAVINA
12	YADAV YASH SANTOSH YADAV ANITA YADAV
13	PRAJAPATI VIPUL VIJAYKUMAR URMILA
14	RUMANE UZAIR ABDUL MAJID SAFINA
15	KHAN MEHTAB IFTEKHAR AHMED SABIKUNNISA

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022-2249781676 www.picturekepeechhe.com

16	KURBA VIDYASHRI BHIMANNA SAROJA
17	MHATRE NIMISH DEVENDRA SHWETA
18	GORI YOGESH PRATAP JASHODA
19	MISTRY DAKSH RAMESH KUMAR SAROJ

Thanking you and warm regards from team PKP.

Chandel

Vikram Singh Chandel
Founder



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Mumbai, Mumbai Suburban, Maharashtra, 400077.

+91 9833346932

www.zionasterix.com

Ref No: 00795

Date: 17th February 2021.

To,
SONIA SAJI SOBI

RE: Appointment as Digital / Social media Intern

Dear Sonia,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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+91 9833346932

www.zionasterix.com

Ref No: 00796

Date: 17th February 2021.

To,
ADSUL MANISH RAJAN LATA

RE: Appointment as Digital / Social media Intern

Dear Manish,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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+91 9833346932

www.zionasterix.com

Ref No: 00797

Date: 17th February 2021.

To,
ANSARI ARIBA MOHD IQBAL FARIDA

RE: Appointment as Digital / Social media Intern

Dear Ariba,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



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Founder



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+91 9833346932

www.zionasterix.com

Ref No: 00798

Date: 17th February 2021.

To,
ANSARI SAAHIL MD. SHAH MD. RABIYABEGUM

RE: Appointment as Digital / Social media Intern

Dear Saahil ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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Mumbai, Mumbai Suburban, Maharashtra, 400077.

+91 9833346932

www.zionasterix.com

Ref No: 00799

Date: 17th February 2021.

To,

BIRHADE RAJ PRAKASH SUSHMA

RE: Appointment as Digital / Social media Intern

Dear Raj ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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+91 9833346932

www.zionasterix.com

Ref No: 00800

Date: 17th February 2021.

To,

BORHADE DEEPTI DATTATRAY SHOBHA

RE: Appointment as Digital / Social media Intern

Dear Deepti ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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www.zionasterix.com

Ref No: 00801

Date: 17th February 2021.

To,
CHAUHAN AMIT RAJESH KRANTIDEVI

RE: Appointment as Digital / Social media Intern

Dear Amit,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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www.zionasterix.com

Ref No: 00802

Date: 17th February 2021

To,

DALVI HARSHALI RAJENDRA PRIYA

RE: Appointment as Digital / Social media Intern

Dear Harshali ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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www.zionasterix.com

Ref No: 00803

Date: 17th February 2021.

To,

DALVI NIDHEE PRAMOD PRATIKSHA

RE: Appointment as Digital / Social media Intern

Dear Nidhee ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

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Warm Regards,

Pratik Mange
Founder



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+91 9833346932

www.zionasterix.com

Ref No: 00804

Date: 17th February 2021.

To,

DAS DHEERAJ BIJOY KARABI

RE: Appointment as Digital / Social media Intern

Dear Dheeraj,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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Ref No: 00805

Date: 17th February 2021.

To,

DAS RAKESH BHAVAS SHRABANTI

RE: Appointment as Digital / Social media Intern

Dear Rakesh ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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www.zionasterix.com

Ref No: 00806

Date: 17th February 2021.

To,
DESHMUKH TEJASH RAJU APROOGA

RE: Appointment as Digital / Social media Intern

Dear Tejash ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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Mumbai, Mumbai Suburban, Maharashtra, 400077.

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www.zionasterix.com

Ref No: 00807

Date: 17th February 2021.

To,

DUBEY PRASHANT CHANDRADEV ANITA

RE: Appointment as Digital / Social media Intern

Dear Prashant ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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Mumbai, Mumbai Suburban, Maharashtra, 400077.

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www.zionasterix.com

Ref No: 00808

Date: 17th February 2021.

To,
DUBEY VIVEK KUMAR JITENDRA KUMAR MANJUDEVI

RE: Appointment as Digital / Social media Intern

Dear Vivek kumar,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.

Warm Regards,



Pratik Mange
Founder



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+91 9833346932

www.zionasterix.com

Ref No: 00809

Date: 17th February 2021.

To,

GAIKWAD RAHUL RAMU RENUKA

RE: Appointment as Digital / Social media Intern

Dear Rahul,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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Ref No: 00810

Date: 17th February 2021.

To,
GARG NITIN ASHOK GAURI

RE: Appointment as Digital / Social media Intern

Dear Nitin ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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Mumbai, Mumbai Suburban, Maharashtra, 400077.

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www.zionasterix.com

Ref No: 00811

Date: 17th February 2021.

To,

GOHIL MEGHRAJ RAJA LEELA

RE: Appointment as Digital / Social media Intern

Dear Meghraj ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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Mumbai, Mumbai Suburban, Maharashtra, 400077.

+91 9833346932

www.zionasterix.com

Ref No: 00812

Date: 17th February 2021.

To,
GUPTA KIRAN ATAL VIHARI CHANKLA

RE: Appointment as Digital / Social media Intern

Dear Kiran ,

We are pleased to offer you an internship at Zion Asterix. The date of commencement of your internship will be 19th February 2021, till 20th August, 2021.

You are requested to report at our Mumbai office at sharp 9:30 am. As discussed, you will be entitled to a stipend of 8,000 INR monthly.

Our HR team will get in touch with you for other formalities. Once again welcome and we wish you a great time here.



Warm Regards,

Pratik Mange
Founder



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Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530

Console Mark

Date : 29th March, 2021

To,
The Principal / Placements Cell
Chandrabhan Sharma College of Arts, Science & Commerce, Powai Mumbai

Subject: Appointment for Accounts / Finance / Marketing/Sales Department at Console Mark

Respected Sir/Madam,

We have shortlisted and appointed following students from your organization in Accounts / Finance / Marketing/ Sales Department at Console Mark

Date of Joining is 9th April, 2021 and the CTC offered is Rs. 1,80,000/- pa.

Do note, this is College copy and Individual students copy is being given to respective students

I am sure they will perform to the extent.

We are much happy to conduct this placement process at your college and would be happy to conduct for future as well.

Following are the students appointed in Accounts / Finance Department:

SHAIKH TASLIM RAMJAN SHAIKH MEHRUNISA SHAIKH
SHUKLA SACHIN SANJAY SAPNA
UPADHYAY ADITI NEERAJ RENU
UPADHYAY PRERANA DEVENDRA SARITA
VARMA ROSHNIDEVI AMARSINGH REENA
MORE PRATHMESH DINKAR CHANDRABHAGA
PANDEY SHWETA UMESH LAXMI
PARDESHI ANJALI RAMESHWAR SUMAN
PATEL PREETI LALJI KAMLA
PATHRE HARSH MUKESH SUMAN
PATIL VEDANT DASHRATH ANJALI

Following are the students appointed in Sales / Marketing Department:

DONGRE ADIBA WASEEM NAZNIN
ERENEZHATH PREETHU PRASANNAN VIJAYA
GUPTA SHRADDHA SHASHIKANT SUREKHA
JADYAR KUNAL PRAKASH PRATIKSHA
JAISWAL SHILPA DINDAYAL SAVITRI

F-266, Dreams Mall Rd, Bhandup (W, Bhandup East, Mumbai, Maharashtra 400078)



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Powai-Vihar, Powai, Mumbai - 400 076
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Smt. Durgadevi Sharma Charitable Trust's
Chandrabhan Sharma College
of Arts, Science & Commerce
(Affiliated to The University of Mumbai)
Accredited by NAAC 'B+'

KAMBLE AVANI RAMESH KAVITA
KARWANJE BHAVIKA CHANDRAKANT ANKITA
KHANDAGALE DIKSHANT MAHENDRA BHARTI
MAHAPATRA NIKHIL SATYABHUSHAN MAMTA

Thanks,
Best Wishes and Regards,

HR Dept. Console Mark

F-266, Dreams Mall Rd, Bhandup (W, Bhandup East, Mumbai, Maharashtra 400078)

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Chandrabhan Sharma College
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Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530

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E-mail: cbscollege@gmail.com Website: www.cscollege.co.in



EDUCATION AND CONSULTING COMPANY
Connect- 9820678215 # knowledgeinclusion@gmail.com
LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

Sandhu Khushraj Singh Sukhdev Singh
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

During the said period you will be working from Monday to Friday from 10am to 6pm. You will be eligible for two Casual Leave per month

Regards

Nitin

Dr. Nitin Agarwal
Director

Our Services

Certification Programs, Faculty Development Program, Placements, Internship, Research Assistance.
Entrepreneurship Development Program, Registration of Alumni Association, Activities related to Alumni
Educational/ Industrial Visit, Man Power Supply, Financial Planning and Customized Programs

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Tel. 25704526 / 25704530



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Connect- 9820678215 # knowledgeinclusion@gmail.com
LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M178/20

3rd June 2020

To,
SANDHU KHUSHRAJ SINGH SUKHDEV SINGH RASHPAL KAUR
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

During the said period you will be working from Monday to Friday from 10am to 6pm. You will be eligible for two Casual Leave per month

Regards

Nitin

Dr. Nitin Agarwal
Director

Our Services

Certification Programs, Faculty Development Program, Placements, Internship, Research Assistance.
Entrepreneurship Development Program, Registration of Alumni Association, Activities related to Alumni
Educational/ Industrial Visit, Man Power Supply, Financial Planning and Customized Programs



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OL/M178/20

3rd June 2020

To,
SHAIKH SHAHINA NAEEM SHAHNAZ
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

During the said period you will be working from Monday to Friday from 10am to 6pm. You will be eligible for two Casual Leave per month

Regards



Dr. Nitin Agarwal
Director

Our Services

Certification Programs, Faculty Development Program, Placements, Internship, Research Assistance.
Entrepreneurship Development Program, Registration of Alumni Association, Activities related to Alumni
Educational/ Industrial Visit, Man Power Supply, Financial Planning and Customized Programs



I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530



EDUCATION AND CONSULTING COMPANY
Connect- 9820678215 # knowledgeinclusion@gmail.com
LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M178/20

3rd June 2020

To,
TOMPE RAVI PARMESHWAR PUSHPA
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

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Director

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Tel. 25704526 / 25704530



EDUCATION AND CONSULTING COMPANY
Connect- 9820678215 # knowledgeinclusion@gmail.com
LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M178/20

3rd June 2020

To,
VALANJ RITIK DEEPAK DEEPALI
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

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Director

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LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M178/20

3rd June 2020

To,
ATHWALE PRIYA NILKANTH PUSHPA
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

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LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M178/20

3rd June 2020

To,
CHOUHAN JYOTI VINOD RITA
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

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LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M178/20

3rd June 2020

To,
GUPTA ANIL SIYARAM KUSUM
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

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LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M178/20

3rd June 2020

To,
AMBEKAR VINIT VIJAY RUTUJA
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

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LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M178/20

3rd June 2020

To,
MORE ABHIJIT MAHENDRA MAMTA
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th July 2020. Your CTS will be Rs. 144,000/- per annum

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EDUCATION AND CONSULTING COMPANY
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LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M580/20

4th November 2020

To,
SAUNDH BALJEET SINGH HARJEET SINGH JASBEER KAUR
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 25th November 2020. Your CTS will be Rs. 144,000/- per annum

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EDUCATION AND CONSULTING COMPANY
Connect- 9820678215 # knowledgeinclusion@gmail.com
LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M580/20

5th November 2020

To,
SAYED JUNAID LIYAQUAT ABED
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 25th November 2020. Your CTS will be Rs. 144,000/- per annum

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Tel. 25704526 / 25704530



EDUCATION AND CONSULTING COMPANY
Connect- 9820678215 # knowledgeinclusion@gmail.com
LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M580/20

5th November 2020

To,
SHAIKH MOHD SAHE ALAM TAMANNA ARZOO
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 25th November 2020. Your CTS will be Rs. 144,000/- per annum

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Connect- 9820678215 # knowledgeinclusion@gmail.com
LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M580/20

5th November 2020

To,
SHAIKH RAFID MOHD AMIN RAFAT
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 5th November 2020. Your CTS will be Rs. 144,000/- per annum

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LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M580/20

5th November 2020

To,
MAURYA SAGAR DINESHKUMAR SIMA
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 25th November 2020. Your CTS will be Rs. 144,000/- per annum

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nitin

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Director

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Chandrabhan Sharma College
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Tel. 25704526 / 25704630



EDUCATION AND CONSULTING COMPANY
Connect- 9820678215 # knowledgeinclusion@gmail.com
LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M600/20

15th December 2020

To,
MAYEKAR OM SURENDRA SUHASINI
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 24th December 2020. Your CTS will be Rs. 144,000/- per annum

During the said period you will be working from Monday to Friday from 10am to 6pm. You will be eligible for two Casual Leave per month

Regards

Nitin

Dr. Nitin Agarwal
Director

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EDUCATION AND CONSULTING COMPANY
Connect- 9820678215 # knowledgeinclusion@gmail.com
LGR 44, Indira Nagar Kurla (West) Mumbai - 400070

OL/M600/20

15th December 2020

To,
PANDRO SURYANSH HEERALAL DEEPANJALI
Chandrabhan Sharma College of Arts, Science and Commerce
Powai, Mumbai 400076

Offer Letter

We are happy to offer you the position of Consultant at Executive Level in our company for a fixed tenure of one year. Based on your service we shall renew the appointment as per company policies. We request you to join us from 25th December 2020. Your CTS will be Rs. 144,000/- per annum

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I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530



Date : 27th December, 2020

To,
The Principal / Placements Cell
Chandrabhan Sharma College of Arts, Science & Commerce, Powai Mumbai

Subject: Appointment of Junior Accounts Executive (Finance Department) level students at Swarajya Institute of Excellence

Respected Sir/Madam,

We have shortlisted and appointed following students from your organization for Full time employee- as a role of " Junior Accounts Executive – Finance Department".

Date of Joining is 2nd February, 2021

CTC offered is Rs. 2,61,000/- pa. (All details mentioned in individual Offer letter)

Do note, this is College copy and Individual students' copy is being given to respective students

I am sure they will perform to the extent.

We are much happy to conduct this placement process at your college and would be happy to conduct for future as well.

Following are the students appointed:

PLENTHIRAN SAVIO JUSTIN MOLLY
RAJPUROHIT ABHIMANYU SINGH RAMESH SINGH SANTOSH
SHAIKH MEHREEN ABDUL SAMAD DILSHAD
SHINDE SANJANA SANTOSH SUMAN
SONKAMBLE SANDHYA DEVIDAS AMRAPALI
TEPPA NIRUPAMA KAILASH MANJULA
THAKUR TANNU SANJEEV ARCHANA
VICHARE SAKSHI SUDHAKAR SAYLI
VISHWAKARMA NISHA SHANKAR LAXMI
WANI PRIYANKA DHULIDAS JAYAMALA
YADAV MANSI SHIVPRASAD ARTI
YADAV SEEMA LALBAHADUR PRAMILA

Thanks,

Best Wishes and Regards,



HR Dept. Swarajya Institute of Excellence
B-01, Anant Chambers Complex, New Dada Patil Wadi,
Infront of Waman Hari Pethe Jewellers, Thane (w)



I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530



Date : 27th December, 2020

To,
The Principal / Placements Cell
Chandrabhan Sharma College of Arts, Science & Commerce, Powai Mumbai

Subject: Appointment of Social Media students at Swarajya Institute of Excellence

Respected Sir/Madam,

We have shortlisted and appointed following students from your organization for Full time employee- as a role of " Social Media Executive".

Date of Joining is 2nd February, 2021

CTC offered is Rs. 1,80,000/- pa. (All details mentioned in individual Offer letter)

Do note, this is College copy and Individual students' copy is being given to respective students
I am sure they will perform to the extent.

We are much happy to conduct this placement process at your college and would be happy to conduct for future as well.

Following are the students appointed:

SOMAIYA NIKET HAREN PRAVINA
YADAV YASH SANTOSH YADAV ANITA YADAV
PRAJAPATI VIPUL VIJAYKUMAR URMILA
RUMANE UZAIR ABDUL MAJID SAFINA
KHAN MEHTAB IFTEKHAR AHMED SABIKUNNISA

Thanks,
Best Wishes and Regards,



HR Dept. Swarajya Institute of Excellence
B-01, Anant Chambers Complex, New Dada Patil Wadi,
Infront of Waman Hari Pethe Jewellers, Thane (w)



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Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530



PICTURE KE PEECHHE FILMS

G-10, Phoenix Market City, Kurla, Mumbai 400070.

022-2249781676

www.picturekepeechhe.com

Ref No: A25608

Date: 7th October, 2021

To,
Chandrabhan Sharma College of Arts, Science & Commerce, Powai

Sub: Appointment of students for Multimedia Specialist

Dear sir/ madam,

This is to inform that following mentioned students are being appointed as Multimedia Specialist in PKP Films.

Date of joining will be 10th October, 2021 and CTC offered is INR 324,000/- annually

This is College copy and students' copy is been given to them respectively

We wish best and good luck for your students' future endeavors' over here at PKP Films.

Student's list:

YADAV ROSHAN RAJESH VIMALA DEVI
YADAV LAKHAN BABURAM
BHANDARI RISHAB
BIMAL ABHISHEK
YADAV PRATEEK
SANIA SIDDIQUI
THAKKAR RUCHIT
POOJA GOHIL



Vikram Singh Chandel
Founder



I/C PRINCIPAL
Chandrabhan Sharma College
of Arts, Science & Commerce
Powai-Vihar, Powai, Mumbai - 400 076
Tel. 25704526 / 25704530



Date : 27th December, 2020

To,
The Principal / Placements Cell
Chandrabhan Sharma College of Arts, Science & Commerce, Powai Mumbai

**Subject: Appointment of Junior I. T Executive level students at
Swarajya Institute of Excellence**

Respected Sir/Madam,

We have shortlisted and appointed following students from your organization for Full time employee- as a role of " Junior I. T Executive Level".

Date of Joining is 2nd February, 2021

CTC offered is Rs. 2,61,000/- pa. (All details mentioned in individual Offer letter)

Do note, this is College copy and Individual students' copy is being given to respective students

I am sure they will perform to the extent.

We are much happy to conduct this placement process at your college and would be happy to conduct for future as well.

Following are the students appointed:

1. Prajapati Aditya Ravindra Radhika
2. Rane Saloni Rajendra Shital
3. Shaikh Mond Akif Mohd Najeeb
4. Sharma Neha Kumari Premnath
5. Shukal Harsh Kaushalesh Chandra

Thanks,
Best Wishes and Regards,



HR Dept. Swarajya Institute of Excellence

B-01, Anant Chambers Complex, New Dada Patil Wadi,
Infront of Waman Hari Pethe Jewellers, Thane (w)



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