



June 8, 2022

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

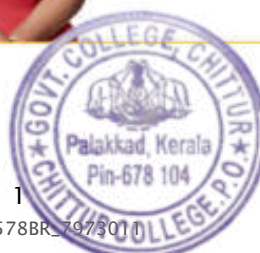
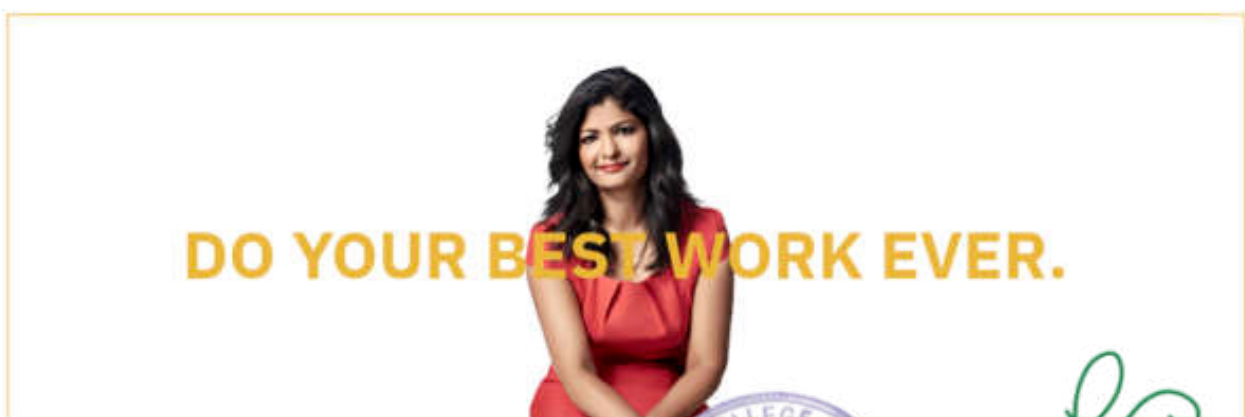
Dear Adharsh H

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Software Developer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

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



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Dear Adharsh H

We are pleased to offer you the position of Software Developer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

Your appointment will be effective on your joining date i.e., July 11, 2022 . Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn. You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 70%, failing which IBM may, at its sole discretion, withdraw this offer of employment.

Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at DLF IT Park, Tower 1A, 1/24-Shivaji Garden, Mount Poonamalee Rd, Ramapuram, Chennai-600089. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to pronboar@in.ibm.com

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the

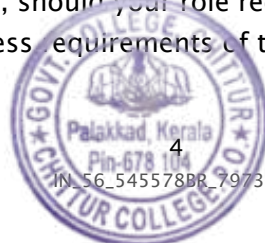


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- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
 - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
 - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
 - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
 - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.

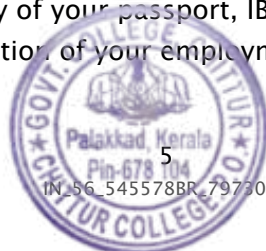


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- Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Medclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.





- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- This offer is contingent upon you being fully COVID-19 vaccinated prior to your start date, and submitting proof of your vaccination status before the start date. During the Onboarding process you will be asked to confirm your vaccination status, and onboarding / start of employment with IBM is contingent on your satisfactorily providing proof of vaccination status. However, if you are unable to be vaccinated due to a valid medical or religious reason, please indicate the same when asked. IBM will consider such requests on a case by case basis subject to submission of required proof satisfactory to IBM, and may either exempt you from vaccination requirements, or may permit you to defer submission of proof of vaccination to an alternate date. IBM's decision in this respect shall be final. The specific procedure for you to submit proof of vaccination status, or requests for exemption, will be separately communicated to you.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance – A one-time amount of INR 25,000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) – no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

A One time Premium Component of INR 50000/-, paid to you after you have joined IBM. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same



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month of joining else it will be processed in the subsequent month of joining. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire Premium Component to IBM. The Premium Component is subject to appropriate income tax as per law. You may be required to repay to IBM any taxes that were deducted from your Premium Component and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.



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ANNEXURE A

DATE	June 8, 2022		
NAME	Adharsh H	BAND	06G
DESIGNATION	Software Developer	LOCATION	Kochi
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		306165	
2. Annual Flexible Benefit Plan (FBP)		367399	
3. Annual Reference Salary (ARS)		673564	
4. Retirals			
a) Provident Fund (PF)		36740	
b) Gratuity @ 4.8%		14696	
5. Annual Reference Salary + Retirals		725000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.



OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



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The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory
Talent Acquisition Leader ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



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Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules.
(b) House Rent Allowance	Maximum 50% of Basic Salary per annum. To be used for house rent.
(c) "Flat" Allowance	Remaining FBP funds and is a taxable amount.
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the IBM Gratuity Trust Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Twenty Lakh rupees (INR 2,000,000).
(c) ESIC	Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
Annual Reference Salary	Annual Basic Salary + Annual FBP

**For detailed information please refer to Company policies, which are subject to change from time to time.*




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Other Benefits- Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of IBM India Pvt. Ltd. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. The coverage is subject to completion of the Insurance Company's prescribed insurance underwriting procedure and awarding of coverage by the insurance company. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of IBM India Pvt. Ltd. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciam Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Mediciam Policy from the date of your joining with a coverage of up to INR 3 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four Children) through our Third-Party Administrator's (TPA) website within 45 days of your joining. If you decide to avail Mediciam insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 45 days of joining. You have the option of enhancing this cover up to a maximum of INR 10 Lakh per year (incremental premium to be borne by employee).

You also have the opportunity of purchasing insurance coverage for your parents. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only new born babies (within 45 days of the child birth) and newly married spouse (within 45 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable) *

**Subject to enrolling the new dependent within 45 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis.

Critical Illness Buffer

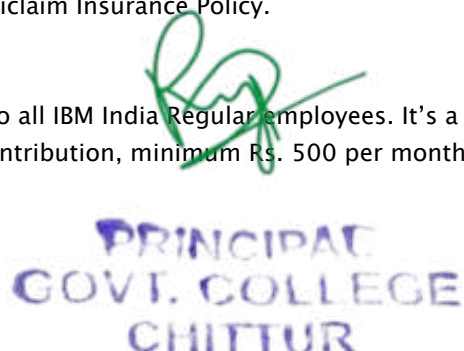
This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciam Insurance Policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all IBM India Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and





maximum of 10% of your Flexible Benefit Plan, on IBM Intranet. You can find more details about this program on IBM intranet.

Compensation under Employees Compensation Act

All IBM employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*




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ANNEXURE B – NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

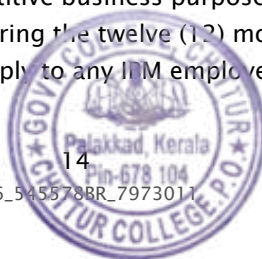
In consideration of my employment or my continued employment by International Business Machines Corporation or one of its subsidiaries or affiliates (collectively, "IBM"), which I acknowledge is employment at will, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without IBM's prior written permission, disclose to anyone outside of IBM or use in other than IBM's business, either during or after my employment, any confidential information or material of IBM, or any information or material received by IBM in confidence from third parties, such as suppliers or customers. If I leave the employ of IBM or at the request of IBM, I will return to IBM all property in my possession belonging to IBM or received by IBM from any third party, whether or not containing confidential information and whether stored on an IBM owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, diskettes and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

Confidential information or material of IBM is any information or material: (a) generated or collected by or utilized in the operations of IBM; received from any third party; obtained from an entity IBM acquired or in which IBM purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of IBM; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "IBM Confidential" or with any similar legend of IBM or any third party. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or personnel matters; marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

2. (a) During my employment with IBM and for two years following the termination of my employment from IBM for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in any effort to solicit, any employee of IBM to be employed or perform services outside of IBM. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with IBM. Also, for purposes of this Paragraph 2(a), "employee of IBM" shall mean any employee of IBM who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that during my employment with IBM and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the twelve (12) months prior to the termination of my employment with IBM. This paragraph 2(b) does not apply to any IBM employee whose work location as reflected in IBM records is within the state of California.



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I acknowledge that IBM would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that IBM would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to IBM, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by IBM. In addition, I will not incorporate into any product used and/or sold by IBM, any copyrighted materials or patented inventions of any third party, unless authorized by IBM pursuant to Paragraph 5.

4. I will comply, and do all things necessary for IBM to comply, with (a) the laws and regulations of all governments under which IBM does business, (b) the provisions of contracts between any such government or its contractors and IBM that relate to intellectual property or to the safeguarding of information, and (c) IBM's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the IBM Business Conduct Guidelines as amended from time to time.

5. I hereby assign to IBM my entire right, title, and interest in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, and the like (all hereinafter called "Developments"), hereafter made, conceived, written, or otherwise created solely or jointly by me, whether or not such Developments are patentable, subject to copyright or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of IBM or its subsidiaries or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of IBM or its subsidiaries.

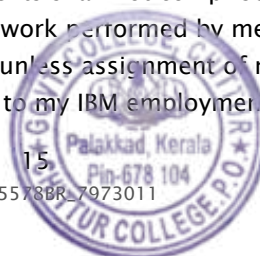
If, by operation of law such right, title, and interest in Developments vest in IBM upon creation, I acknowledge that such right, title, and interest belong to IBM. Also, I hereby assign to IBM my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code.

The above provisions concerning assignment or ownership of Developments apply to Developments created while employed by IBM in an executive, managerial, professional, product or technical planning, technical, research, programming, or engineering capacity (including development, product, manufacturing, systems, applied science, and field engineering) or otherwise.

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with IBM, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to IBM (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use or cause to be used, any Excluded Developments in IBM's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that IBM acquired or in which IBM purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my IBM employment.



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I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g. United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g. title of publication), the creation date of the Excluded Development, and to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.

Description of Excluded Development	Date Created	Named Party/Termination Date

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. IBM requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest IBM in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to IBM.

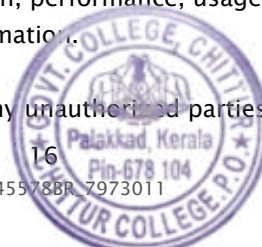
6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the IBM Intellectual Property Law Department; and (b) I will, on IBM's request, promptly execute a specific assignment of title to IBM or its designee, and do anything else reasonably necessary to enable IBM or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the IBM Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by IBM. I also agree to promptly notify the IBM Intellectual Property Law Department if, after I leave the employ of IBM, I am contacted by anyone or any entity outside of IBM regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. IBM and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by IBM and are for the benefit of IBM and its subsidiaries, licensees, successors, and assigns.

8. I agree that IBM, its services providers and other third parties authorized by IBM will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with IBM and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to IBM, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of IBM assets, background check results, bank account information, and disability or medical information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment,



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any personal information about others to which I may have access during my employment at IBM.

IBM provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all IBM policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on IBM's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside IBM, who have access to these tools.

9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by International Business Machines Corporation.

10. The term "employment at will," as used in this Agreement, means the employment at the mutual consent of both me and IBM. Accordingly, either IBM or I can terminate the employment relationship at will, at any time, with or without cause or advance notice. However, this clause does not relieve me of my responsibility to serve the notice period in accordance with my terms of employment, in the event of my resignation from the services of IBM.

11. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by IBM in writing upon my hire or transfer of employment to IBM. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for International Business Machines Corporation and myself.

12. This Agreement shall be governed by the laws of India. If any provision of this Agreement is unenforceable at law, the remainder shall remain in effect. I recognize that any violation of my obligations described herein would cause IBM to suffer irreparable harm and can result in disciplinary action, including dismissal from IBM, and any other appropriate relief for IBM including money damages, equitable relief and attorneys fees.

13. This Agreement shall constitute a part of my terms of employment with IBM, and is executed contemporaneously with my offer of employment/ employment contract with IBM.

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

Employee's Full Name	Employee's Signature	Employee Serial No.	Date



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KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, THRISSUR



No. RI(4)3/2021

Thrissur
Dated :30-05-2023

From

THE DISTRICT OFFICER,
KERALA PUBLIC SERVICE COMMISSION,
DISTRICT OFFICE, THRISSUR

To

170. AJITH P M

Sir,

Sub :- Advice for appointment as **Police Constable** on **Rs. 31100 - 66800/-** in **Kerala Police Service**, Thrissur District. - Reg

You are informed that you have been advised for recruitment as **Police Constable** on **Rs. 31100 - 66800/-** in the **Kerala Police Service** against **OC** Turn. The selection is subject to Rules 3(c) and 10(b) of The Kerala State and Subordinate Service Rules-1958.


Further instructions will be issued to you in due course by the Appointing Authority concerned.

Yours faithfully,

for **DISTRICT OFFICER**
KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, THRISSUR

- N.B:-**
1. If posting orders are not received from the Appointing Authority concerned within a period of 3 months from date of this letter, the fact may be intimated to this office.
 2. **You are directed to produce this Advice Memo before Appointing Authority at the time of joining duty and also at the time of Service Verification.**
 3. If and when throwout of appointment on the termination of vacancy, you should apply to this office immediately for re-registration with the original relieving certificate in the proper form obtained from the Authority concerned, subject to the provisions contained in Rule 7(b) of the General Rules.
 4. **The advice and appointment will be subject to the results of OP(KAT)No.16/2023 pending before the Hon High Court.**




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Sahara Global Education Development Ltd.

صحارى جلوبال لتطوير التعليم

Ref: ISA/HR-22/118

Date: 14th August , 2022

Offer of Employment

SAHARA GLOBAL EDUCATION owner of the International School of Africa (ISA)-Djibouti offers **Mr. Ajmal Bazil P** the position of History and Geography Teacher at ISA-Djibouti for the academic school year 2022-2023. SAHARA GLOBAL EDUCATION will pay **Mr. Ajmal Bazil P** against his full-time service a monthly salary of **USD 1800 (In words One Thousand and Eight Hundred U.S dollars).**

The salary is paid for the duration of 1 year starting on August 23rd, 2022 until August 31st, 2023. Should you agree with the terms and conditions of this Offer of Employment, please sign indicating your acceptance and return it via email at the earliest.

Once the acceptance letter is returned with your handwritten signature. A binding Contractual Agreement will be sent to you for a second signature.

Please feel free to contact me if you have any questions.

Riyad Alhoraibi

First Party: **(Employer)**
Riyad Alhoraibi
Chairman
SAHARA GLOBAL EDUCATION

Second Party: **(Employee)**
Mr. Ajmal Bazil P
History & Geography Teacher

Tricia M. Rock, Ed.S

Tricia M. Rock, Ed.S
Principal
International School of Africa

Date: _____



Riyad
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DEVASWOM BOARD COLLEGE
THALAYOLAPARAMBU, KOTTAYAM (Dist.)
KERALA STATE, PIN - 686 605
Ph: 04829 - 236136, 237136, Fax: 04829 236136
NAAC ACCREDITED "B+" GRADE
E-mail : dbprincipal@gmail.com

AFFILIATED TO : MAHATHMA GANDHI UNIVERSITY, KOTTAYAM

No: B3/Maths/21

Date: 07/06/2021

APPOINTMENT ORDER

Smt. Akilandeswari K., Bhagavathy Colony, K.K. Pathy P.O., Chittur, Palakkad is appointed as Guest Lecturer in **Mathematics** in this college for a remuneration of Rs. 1750/-per day subject to a maximum of Rs. 43750/- per month in the D.B. College, Thalayolaparambu with effect from **07/06/2021 to 31/03/2022 (in the retirement vacancy of Smt. G. Valsala)** subject to the provisions of the Mahatma Gandhi University Act 1985 and Statutes, Ordinances and Regulations made there under and such other rules and orders issued from time to time by University or by such other authority who may be competent to issue such Rules, Orders etc. under the said Statutes.



PRINCIPAL



Copy to: Smt. Akilandeswari K., Bhagavathy Colony, K.K. Pathy P.O., Chittur,
Palakkad

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GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS

OFFICE OF THE SENIOR SUPERINTENDENT OF POST OFFICES
PALAKKAD DIVISION, PALAKKAD-678001



Valid up to : 31-12-2025
Unique Employee ID : 50490839
Name : AKSHAYA N
Post : ABPM
Date of Birth : 28-01-1996
Name of Office : KOOTTALA B O
Account Office : KUNISSERY S O

Signature of the holder

Issuing authority



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03-Jun-2022

Dear Anjana K,
B.Sc, Mathematics
Government College, Chittur

Candidate ID – 21006312

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

You have been selected for the position of **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR 252,000/-. This includes an annual target incentive of INR 12,000/- as well as Cognizant's contribution of INR 19,500/- towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

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

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

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

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 50% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

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

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

At Cognizant, we invest in skill and capability development of our employees even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focus primarily on technical skills development. You can continue these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or CSD program, your onboarding with Cognizant will be delayed.

Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

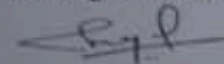
- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) (If offered to you) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.


We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

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



Maya Sreekumar
Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature: 

Date: 18.10.2022



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ANSHMYA S

Emp. Code : 503696

Blood Group : O +ve

Emgy. Phone : 8086058322

Office Phone : 0422 2961122

Uakats

AUTH. SIGN



Raj

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INSTRUCTIONS :

1. This card is not transferable.
2. The card must be produced on demand by authorities concerned.
3. Loss of card to be reported to Admin. Dept. Immediately.

MOLECULAR CONNECTIONS PVT, LTD.

Rathinam Techzone Campus,
Pollachi Road, Eachanari, Coimbatore,
Tamil Nadu, India - 641021. India
Email : Info@molecularconnections.com



Raj
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ANUPAMA VIJAYAN
HEALTH CARE ASSISTANT



A handwritten signature in green ink, appearing to be "Raj".

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APJ REFINERIES PVT.LTD

GREEN ECO-FRIENDLY WORLD THROUGH OIL RECYCLING

NIDA, Kanjikode, Palakkad, Kerala- 678621, Ph: 0491 2566595, 2566740, Email: apjrefineries@gmail.com

15/04/2023

Kanjikode

TO,
ASWATHY S
VENTHAPALAYAM,
ATHIKODE. P.O
PALAKKAD

SUB: APPOINTMENT LETTER

Dear MISS. Asathy

With reference to the interview dated 12/04/2023, we are pleased that you have accepted employment with the "APJ Refineries Pvt. Ltd." for the position of "Lab Chemist Trainee" commencing on 17/04/2023. Your salary will be Rs. 8000/- (Rupees Eight Thousand Only) per month. Your Probation period will be three months from the date of appointment and after satisfactory completion of the Probation your employment will be confirmed and then your salary will be raised to Rs.10000/(Ten Thousand Rupees). This letter will set out the following terms and conditions of your employment.

- 1. Scope of Work.** You may be employed by the APJ Refineries Pvt. Ltd. in a position other than upon the APJ Refineries Pvt. Ltd. Notifying you in writing of such assignment. In that event you will continue to be employed by the APJ Refineries Pvt. Ltd. in the position to which you have been assigned.
- 2. Changes in Terms and Conditions of Employment.** Your terms and conditions of employment may be amended from time to time, as the needs of the APJ Refineries Pvt. Ltd. require. Your performance will be reviewed with you on Annual basis.
- 3. Salary and Other Benefits.** Your salary will be payable monthly on achievement of budgeted target during probation period. Salary and other benefits details are provided along with your Offer Letter. The Compensation and benefits offered to you at APJ Refineries Pvt. Ltd. and changes made during your employment with APJ Refineries Pvt. Ltd. should be treated as personal and confidential.
- 4. Holidays.** During the term of this employment agreement, you will be entitled to take one weekly holiday (Sundays) and other approved Holidays. However as per the requirements of APJ Refineries Pvt. Ltd. you may be required to work in exceptional cases on weekly holidays as well
- 5. Leaves.** During your employment with APJ Refineries Pvt. Ltd., you are eligible for 10 Casual Leave (CL) and Privilege Leave (PL) and Compensatory OFF (CO) as per the leave policy. During your probation period, you are not entitled to take any leave. Any unauthorized leave / absent will cause disciplinary action. During your probationary tenure you are not eligible for the Leave benefits as the Constant Employee.

Registered Office
APJ REFINERIES PVT.LTD

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ASWIN B

SIBOSLO



RSP
PRINCIPAL
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LOYOLA SCHOOL

SREEKARIYAM P.O. THIRUVANANTHAPURAM – 695 017

Tel:0471-2598585 Email: loyolaschooltvm@yahoo.com Website: www.loyolaschooltrivandrum.com

MEMO

Mr. Binu N.B is appointed as teacher of Geography in this institution w.e.f. the forenoon of 15.05.2023 as per the details shown below.

1. Date of appointment : 15.05.2023
2. Initial appointment for : Academic Year 2023-2024
3. Nature of appointment : Probation
4. Salary : ₹ 30,000/- [Consolidated]
5. Conditions under which the appointment is made:-
 - i) The teacher will be on probation for a period of one year. After one year of probation if the management is not satisfied, either the probation will be extended to another year or the service may be terminated.
 - ii) Promotion to a higher section is dependent on the teacher's conduct and competency and subject to the assessment and discretion of the management.
 - iii) Loyola School is under the Jesuit Management and hence the teacher will have to undergo training, attend courses and seminars organized by the management and should be willing to implement the characteristics of Jesuit Education.
 - iv) If the teacher repeats any mistake even after warnings and memos from the Principal or representative from the management, it is sufficient reason to terminate the service.
 - v) If the teacher goes against the decency and decorum expected from the profession or gets involved in any unbecoming activity he/she will be liable to be removed from service after enquiry.
 - vi) The management will have the right to terminate the appointment any time if found necessary.
 - vii) The teacher should be willing to put in extra time, extra service if needed at the behest of the management.
 - viii) The teacher can leave the school at any time either with two month's prior notice or by paying the Management an amount equivalent to two month's salary.
 - ix) The management expects commitment, dedication, loyalty, promptness, and punctuality from every employee.
 - x) The staff rules of the school are applicable to all employees.



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PALAKKAD, KERALA

I have read all the above statements and I promise to abide by them.

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Date:

Binu N B
15/5/23

April 18, 2023

Ms.Darsana R K
Thrissur

Dear Darsana R K,

This is with reference to the various discussions you had with us.

Congratulations!!!

We are pleased to offer you the position of **Customer Relationship Officer** at **Thrissur**. Your annual compensation will be as stated below-

Salary Bifurcation		
Salary Components	Yearly Earnings	Monthly Earnings
Basic Salary	153648	12804
Statutory Bonus	12799	1067
Special Allowance	39084	3257
Gross Salary	205536	17128
Other Benefits		
Statutory Contribution	21600	1800
Gratuity	7387	616
Mediclin Insurance	3000	250
Cost To Company	237528	19794

You are requested to join us latest by April 21, 2023, beyond which this offer stands cancelled unless otherwise either party communicates the said delay beforehand. We look forward to your arrival as an employee of our organisation and are confident that you will play a key role in our company's expansion. Your detailed appointment letter will be issued to you at the time of your joining. If this employment offer is acceptable to you, please send us a written confirmation on the offer acceptance with a joining date.




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Digital Age Retail Private Limited

Registered Office

3rd Floor, Rajashree Business Park, Plot No-114, Survey No.-338, Tadiwala Road, Sangamwadi, Pune-411001

On reporting please bring the following –

- Pan Card is Mandatory (Original & 1 Photocopy)
- Address Proof: Aadhar Card (Original & 1 Photocopy)
- Graduation Certificate (Original & 1 Photocopy)
- 3 Salary Slips of current Organization (Original & 1 Photocopy)
- Experience Letters (Original & 1 Photocopy)
- Relieving Letters (Original & 1 Photocopy)
- 4 Passport Size Photographs
- Cancelled check / Passbook of an active account (for Bank a/c no. & IFSC code).
- UAN number for PF account

We look forward to a mutually rewarding relationship.

For Digital Age Retail Private Limited



Gaurav Suresh Chindarkar
Manager - Human Resource



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Digital Age Retail Private Limited

Registered Office

3rd Floor, Rajashree Business Park, Plot No-114, Survey No.-338, Tadiwala Road, Sangamwadi, Pune-411001

Government of India
Department of Posts, India

Office of the Superintendent of Postoffices, Manjeri Division, Manjeri

ORDER OF PROVISIONAL ENGAGEMENT

B3/GDS Online Rectt/Cycle IV/Tharis dtd 08.08.2022

In response to the notification No. .

Shri/Smt/Ms. DEEPTHI A R son / daughter of
Shri RAMAKRISHNAN A C whose Date of Birth is 07/11/1997
and who belongs to SC category/selected against SC category is hereby
engaged as GDS BPM,Tharis B.O in account with under
Karuvarakundu S.O/Manjeri-klā H.O on PROVISIONAL BASIS with effect from dated
08/08/2022 AN/FN in the TRCA scale of 12000. He/she shall be paid such
allowances as are admissible from time to time.

2. Shri/Smt/Ms. DEEPTHI A R Son/daughter of Shri
RAMAKRISHNAN A C should clearly understand that his/her engagement
as GDS BPM,Tharis B.O In account with / under
Karuvarakundu S.O/Manjeri-klā H.O shall be in the nature of a contract
liable to be terminated by him/her or by the undersigned by notifying the order in writing and
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This Provisional Engagement is subject to satisfactory verification of the prescribed
educational qualification, community certificate and other certificates, wherever prescribed. The
candidate will have to undergo satisfactory prescribed induction Training course and Practical
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper
channels. If the verification reveals that the claim of the candidate belonging to Scheduled
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or
educational certificates are not genuine or found unfit on Police Verification, his/her



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yuvakshētra

Institute of Management Studies (YIMS)

Ezhakkad, Palakkad-678631

Ph: 0491-2846426, 9961233888



DIVYA P M

**Asst. Professor
Dept. of Geography**

Address : Pallethody (H)

**Kongad
Palakkad**

Blood Group : O+ve

Phone : 9539820285



22GE001



**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

Principal

IDENTITY CARD



PRINCIPAL
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CHITTUR

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- I. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- II. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- I. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- II. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following: Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodgings, conveyance & other miscellaneous expenses.
- III. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel->Transfer Policy-Team Rainbow.
- IV. Campus joiners would not be eligible for accommodation at the Wipro guest houses.





ANNEXURE - IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name: _____

Date: / /

Signature:.....

A handwritten signature in green ink is written over the signature line. The signature is stylized and appears to be the initials "RSP" followed by a long horizontal stroke.

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CHITTUR**





ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grows campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: / /

Signature:.....



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ANNEXURE I

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

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

Name: _____

Date: / /

Signature.....



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PRO



Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager - Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on / /

Name: _____

Signature: _____ Date: / /

Place: _____



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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Registered Office:



A handwritten signature in green ink, appearing to be "Raj", written over the stamp.

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 8:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.



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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

Registered Office:



A handwritten signature in green ink, appearing to be "Raj".

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xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy.
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

Registered Office:



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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

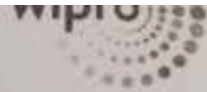
Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.



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The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months



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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" (PRP) that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

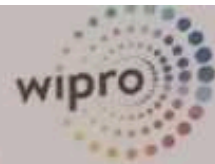
In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.



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14 Aug, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Hridya S,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or 'Company'").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

Signature **Not** Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.08.14 09:12:34 IST
Reason: Campus Offer Letter
Location: Bengaluru



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March 10, 2022

HRD/1003536419/21-22

Ms. Javina S J
S K House Konan Padur
Kanjikode
Palakkad-678620
India

Ph: +91-8136824661

Dear Javina,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining

Your scheduled date of joining the employment of the Company will be **24-Mar-2022**.

Location

Your location for employment is **MYSORE, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.




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Dated: 11.06.2021

Dear Mr. Jyothish R,

OFFER LETTER

With reference to the interview, you had with us, we are pleased to inform you that you have been selected to join the services of '**Saranga Geosoftware and Engineering Services Pvt. Ltd.**', as '**Telecom Engineer - Trainee**' on the following terms mutually agreed on. Please report to HRD **at 9.00am on 15th June 2021**. A structured appointment letter will be handed over to you on the day of joining.

- 1) You will be appointed as **Telecom Engineer - Trainee** and will be under training for a period of **12 months** on a stipend of **Rs.13000/- (Rupees Thirteen Thousand Only)** per month at CTC. On successful completion of training, you will be placed on probation for a period of **6 months**. Your service in the company will be confirmed after successful completion of probation. Confirmation of your employment is subject to your performance and project availability.
- 2) On successful completion of training period, you will be paid a revised salary of **Rs.15000 (Fifteen Thousand only)** per month at CTC.
- 3) Your **increments** and **promotions** then on will be annual, made **on the basis of merit** and will be at the sole discretion of the company.
- 4) Your appointment will take effect from date of joining.
- 5) You will execute a **Training Cost Recovery Agreement worth Rs. 50,000/- (Rupees Fifty Thousand Only)** with the company **for a period of 18 months** from the date of your joining the company.
- 6) During the training / Probation period company reserves the right to terminate the training without assigning any reasons.

This offer letter is valid subject to submission of the following documents in original and a self-attested copy by you for our verification and records.

1. Educational Certificates and mark lists from 10th class onwards.
2. Passport copy OR any ID proof. (3 Copies)
3. Aadhar Card of the candidates (3 Copies) and Parents (1 Copy).
4. A post card size family photo.
5. Passport size photograph (4 Nos.) and a scanned copy of your photograph.
6. Fitness & Eye test Certificate from Certified Medical Practitioner.



7. Training Cost Recovery Agreement duly completed (Will be issued after joining). For executing the same, please bring stamp paper valued Rs.100.
8. Date of Birth (date-month-year format) of parents for filling ESI & PF forms.

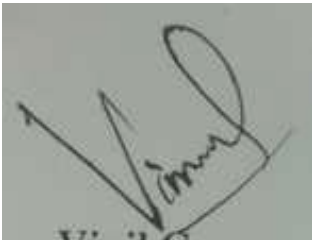
Please ensure that you submit the documents on or before you join Saranga Geosoftware and Engineering Services Pvt. Ltd., failing which your appointment stands cancelled. This appointment is also subject to your successfully clearing of back papers/arrears if any (maximum 2 permissible at the time of appointment), within a period of 6 months from this date.

Please sign and return the duplicate copy of this letter for our records. We wish you a long and happy association with our company.

Wishing you all success.

Yours truly,

For Saranga Geosoftware and Engineering Services Pvt. Ltd.



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Vinil George

Sr. Manager – HR & Admin.

PAY SLIP FOR THE MONTH OF MAY 2023

EMPLOYEE ID	2001607950	PAN NO	JSEPK0585D
EMPLOYEE NAME	KARISHMA K	ESI NO	5403939397
DATE OF JOINING	22/10/2020	FIXED DAYS	31.00
DESIGNATION	DIP EXECUTIVE	PRESENT DAYS	31.00
DEPUTED AT	SBI CARDS AND PAYMENT SERVICES LIMITED	BANK NAME	STATE BANK OF INDIA
MAPNAME	BANCA_SINGLE	BANK A/C NO	38554568460
GENDER	FEMALE	INSURANCE NO	37685795
PF NO	PYBOM00463700001094467	LOCATION	PALAKKAD
UAN NO	101635449680	OFFER ID	052032277

DESCRIPTION	EARNINGS	DESCRIPTION	DEDUCTIONS
BASIC	19,565.00	PROVIDENT FUND	1,800.00
STATUTORY_BONUS	1,630.00	PROFESSIONAL TAX	208.00
CITY COMPENSATORY ALLOWANCE	144.00	LABOUR WELFARE FUND	50.00
GROSS EARNINGS	21,339.00	TOTAL DEDUCTIONS	2,058.00
TOTAL NET PAY: 19,281.00 (NINETEEN THOUSAND TWO HUNDRED AND EIGHTY-ONE)			

INCOME TAX CALCULATION

PARTICULARS	CUMULATIVE	PROJECTED	ANNUAL	PERQUISITES	
BASIC	39130	195650	234780	ACCOMMODATION	0
CITY COMPENSATORY ALLOWANCE	288	1440	1728	LOAN	0
STATUTORY_BONUS	3260	16300	19560	OTHER	0
				PREVIOUS EMPLOYER INCOME	0
GROSS INCOME FROM SALARY:	42678	213390	256068	GROSS OTHER INCOME:	0
NET SALARY (GROSS INCOME FROM SALARY +GROSS OTHER INCOME): 256068					
DEDUCTIONS					
DEDUCTION U/S 16 (PROFESSIONAL TAX)		0		EDUCATION CESS	0
DEDUCTION U/S 16(A) (STANDARD DEDUCTION)		50000		SECTION 87 RELIEF	0
DEDUCTION UNDER CHAPTER VI-A		0		SUR CHARGE	0
DEDUCTIONS U/S (10) AND (17)		0		TAX ON INCOME	0
DEDUCTIONS UNDER CHAPTER VI (SEC 80)		0		TAX ON INCOME (LESS 87 RELIEF)	0
INCOME / LOSS FROM HOUSE PROPERTY U/S (71)		0		TAX RECOVERED	0
				TAXABLE INCOME (NET SALARY - DEDUCTIONS)	206068
TOTAL DEDUCTIONS		50000		TOTAL TAX PAYABLE	0
				BALANCE TAX PAYABLE	0

NOTE: THIS IS A COMPUTER GENERATED DOCUMENT DOES NOT REQUIRE ANY SIGNATURE.

FOR ANY QUERY, PLEASE REACH US @ 1800-572-3333 OR WRITE TO HELP@QUESSCORP.COM

AS PER UNION BUDGET 2020 YOU HAVE AN OPTION TO OPT FOR "NEW TAX REGIME" OR TO CONTINUE WITH "OLD TAX REGIME". INCOME TAX DECLARATION WINDOW WILL BE OPENED IN PORTAL FROM 21ST MARCH 2022 TO 8TH APRIL 2022.

NOTE : PLEASE OPT THE TAX RESUMES CAREFULLY AND SUBMIT, ONCE SUBMITTED THERE IS NO OPTION TO CHANGE TAX REGIME FOR 2022-23 FY

REF: [HTTPS://WWW.INCOMETAXINDIAEFILING.GOV.IN/TAX_CALCULATOR/INDEX.HTML?LANG=ENG](https://www.incometaxindiaefiling.gov.in/TAX_CALCULATOR/INDEX.HTML?LANG=ENG)

IF NOT DECLARED TAX DEDUCTION WILL BE CONSIDERED AS PER THE OLD TAX REGIME.

JUN 6 2023 12:03AM

YOUR EMPLOYEE BENEFITS PLATFORM

ON WOOD APP

EXCLUSIVE OFFERS FOR QUESS EMPLOYEES




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August 3, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Kavya Rajamani,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Endorsement



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I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to

participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-** . You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

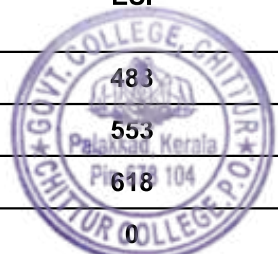
You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	483	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)



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(* You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

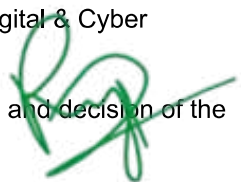
6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

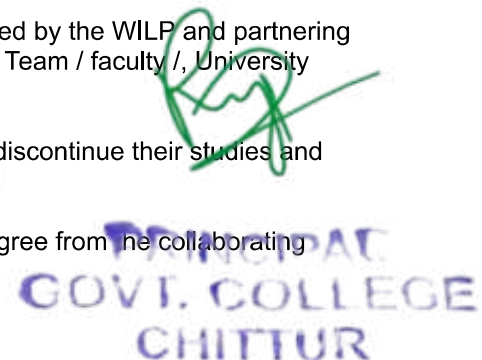
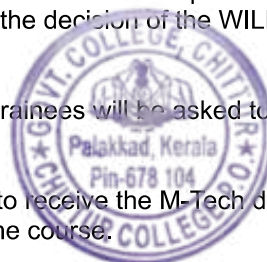
7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.




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- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.



xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

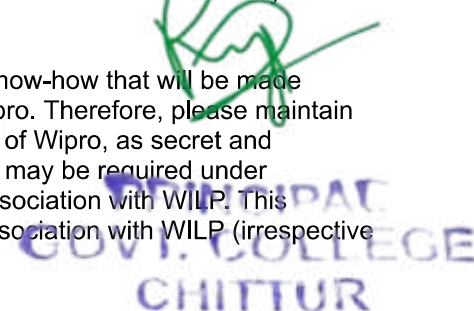
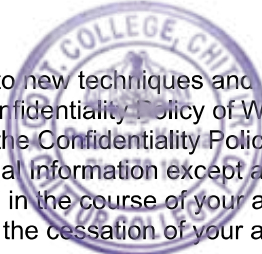
Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective



of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

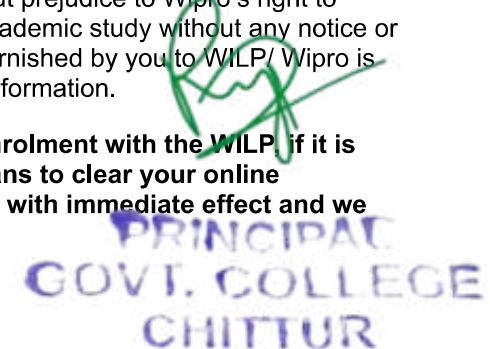
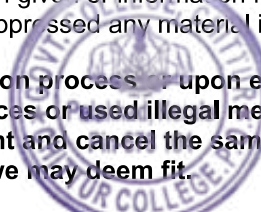
During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:



Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.


18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,




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For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

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

I Kavya Rajamani, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

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

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

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM


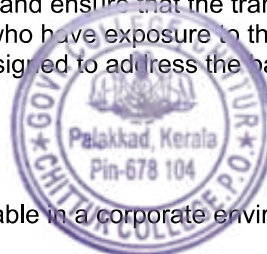
The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioural skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.



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“EMERGE” a behavioural skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioural intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro’s WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Skill Preferences 1 : DAAI - Intelligent Data Platform (IDP)

Skill Preferences 2 : CIS - Data Centre

Skill Preferences 3 : DIGI-Automaton Functional Testing

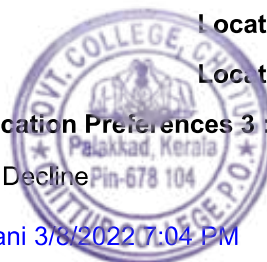
Location Preferences 1 : Kochi

Location Preferences 2 : Bangalore

Location Preferences 3 : Chennai

Accept Decline

Signature Kavya Rajamani 3/8/2022 7:04 PM



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

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

25207605




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EMP ID: _____

(TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF VALUE RS.200)

TRAINING AGREEMENT

THIS AGREEMENT made and executed on this 1st day of September, 2020 at _____

BETWEEN:

Wipro Limited, an existing company within the meaning of the Companies Act, 2013, having its registered office at Doddakannelli, Sarjapur Road, Bangalore - 560 035 (hereinafter called the "Company") which expression shall unless repugnant to the meaning and context thereof mean and include its successors-in-interest and permitted assigns of the **FIRST PART**;

AND

Mr/Mrs/Ms KRIPA.A.R S/o,D/o,W/o RAJU.A.G Aged
 About 21 years, having permanent place of residence at KRIPA NIVAS,
VELLANTHARA, NALLEPILLY PO, 678553 (Hereinafter

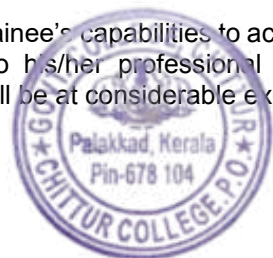
called the "Trainee") which expression shall unless repugnant to the meaning and context thereof mean and include his/her legal heirs, successors, administrators, successors-in-interest and permitted assigns of the **SECOND PART**;

WHEREAS, the Company, in association with the Birla Institute of Technology & Science, Pilani (hereinafter referred to as '**BITS/ BITS Pilani**') is offering a customized academic and training program to the Trainee along with a "Project Readiness Program" ('PRP') for the purposes of participating in projects at Company as part of the program. This training will require work integrated learning under the **Wipro Infrastructure Management Services (WIMS)**. This customized academic, PRP and work integrated training program [hereinafter referred to as the '**Training**'] would, enable the Trainee, with a qualification of either a BCA and/or B.Sc to obtain M. Tech. degree upon successful completion.

KRIPA.A.R

AND WHEREAS, the Trainee herein viz., _____, has been selected by the Company for the Training.

AND WHEREAS, the Training is aimed at improving the Trainee's capabilities to acquire professional skill and knowledge and professional standing and adds value to his/her professional competency. The Trainee acknowledges that the Training offered by the Company will be at considerable expenditure as an investment in the Trainee.



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NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. The Company has reposed confidence in the Trainee and has selected the Trainee for the training defined herein above. The Trainee has agreed to participate in the Training which includes a PRP at the Company and upon successful completion of the PRP, the Trainees shall enroll at WIMS for the commencement of the academic programme and project training at the Company. The Trainee acknowledges that this would potentially result in enhancement of his/ her overall skills and expertise.
2. The Trainee understands and acknowledges that the Company will bear all the costs including but not limited to the costs towards the PRP, the course fee payable to BITS Pilani and costs such as scholarship/stipend, book allowance and other ex-gratia benefits of the Trainee during the period of his / her Training in accordance with the Training policy.
3. The Trainee acknowledges the confidence reposed by the Company and agrees that he/she shall successfully complete the PRP and the Training along with the course curriculum within for a maximum period of 60 Months, commencing from the date of his / her joining the Training,
4. The Company will incur a cost of Rs.75,000 (Rupees Seventy Five Thousand only) for the PRP.
5. The Trainee agrees that he/she shall not leave the Training for the period as specified in Clause 3 above i.e. successful completion of the Training. If he/ she leaves/ discontinues the Training ,either during the Training s or if the Trainee's is disqualified for whatever reason before the completion of the Training during the said period, the Trainee undertakes to pay in full, to the Company liquidated damages as per detailed below:
 - 5a. If the Trainee leaves the Training or the enrollment to the Training is cancelled for any reason after joining with in a period of 12 months from the date immediately following the joining date, he/she shall pay liquidated damages of Rs.75,000/- (Rupees Seventy-Five Thousand Only).
 - 5b. If the Trainee leaves the Training or the enrollment to the Program is cancelled for any reason after joining, after a period of 12 months but before completion of 24 months from the date of joining, he/she shall pay liquidated damages of Rs.60, 000/- (Rupees Sixty Thousand Only).
 - 5c. If the Trainee leaves the Training or the enrollment to the Training is cancelled for any reason after 24 months but before completion of 36 months from the date of joining, he/she shall pay liquidated damages of Rs.45,000/- (Rupees Forty-Five Thousand Only).
 - 5d. If the Trainee leaves the Training or the enrollment to the Training is cancelled for any reason after joining, after 36 months but before completion of 48 months from the date of joining he/she shall pay liquidated damages of Rs.30,000/- (Rupees Thirty Thousand Only).
 - 5e. If the Trainee leaves the Training or the enrollment to the Training is cancelled for any reason after joining, after 48 months but before completion of 60 months from the date of joining he/she shall pay liquidated damages of Rs. 15,000 (Rupees Fifteen Thousand Only).
6. This Agreement is in addition to the terms and conditions as contained in the enrollment letter to the training and other connected policies as applicable to the Trainee from time to time and this Agreement shall not be construed as a substitute for the said terms and conditions.





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7. ARBITRATION: In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or any claim of liability of any Part, the same shall be referred for Arbitration to a person to be nominated by the Company whose decision shall be final and binding upon the Parties hereto. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996 or any other enactment thereof. The venue of arbitration shall be at Bangalore and the Courts at Bangalore shall have exclusive jurisdiction to the exclusion of all other Courts, irrespective of the fact that liability or claim or breach of this Agreement has taken place either in India or Abroad.

IN WITNESS WHEREOF THE PARTIES HEREUNTO HAVE EXECUTED THESE PRESENTS THE DAY, MONTH AND YEAR FIRST HEREIN ABOVE MENTIONED.

SIGNED BY THE "TRAINEE"

SIGNED BY THE "COMPANY"

For Wipro Limited

AUTHORISED SIGNATORY

Place: _____

WITNESS:

1.

2.

WITNESS:



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Chubb Business Services India LLP

Plot No. 26, Sector III
HITEC Technologies Enclave
Madhapur
Hyderabad, Telangana - 500081

Private and Confidential

23 November 2021

Offer of Employment

Dear Mr. Krishnaprakash K,

Congratulations! We are excited to extend an offer of joining Chubb Business Services India LLP ("Company" or "Chubb"), on the following terms and conditions.

1. Appointment

You will be appointed as **Junior Data Scientist (Grade 21)** to be based in Bangalore. You shall perform such duties as may from time to time be assigned to you and shall comply with all reasonable directions by the management of the Company.

The designation and grade are for reference only and do not entitle you to any benefit other than as has been specified in this letter, or intimated to you in writing in respect, thereof. The management of the Company always retains the right to change / modify / amend the titles/ designations or to rearrange the grade structure, which may impact the above fact. Our offer of employment is contingent upon satisfactory findings from Chubb's background check process.

Notwithstanding anything contained herein, your employment with Chubb is contingent on you successfully completing your Masters in Business Administration by June 2022. Chubb shall have the right to terminate your employment with immediate effect, if you have not successfully completed your Masters in Business Administration and submitted relevant proof of the same to Chubb by June 2022.

2. Commencement Date

The official commencement date of your employment would be **01 June 2022**.

3. Annual Compensation

a) Annual Remuneration package - Your Total Fixed Compensation is INR **761,916** per annum. This does not include variable compensation. A detailed breakdown of your compensation, including variable compensation, is shown in **Annexure - A**. Your Compensation is strictly private and confidential between you and the Company and should not be discussed with anyone. The Company bears no responsibility whatsoever for any taxes that may be levied in respect of your income comprising your remuneration and perquisites.

b) One Time Joining Bonus - You will be eligible to a one-time joining bonus of INR **50,000** which is subject to tax deduction at source. The company will have the right to recover the full amount paid to you as joining bonus in case you decide to leave the company before completion of 12 months from your date of joining. For the purpose of this clause, the date of you 'deciding to leave' shall mean the date of the resignation letter.



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Krishnaprakash K

4. Probationary Period

You will be required to serve a probationary period of 6 months. Your performance will be formally reviewed by 02 December 2023. The Company holds the right to extend your probation period if they deem appropriate or terminate your services at the end of the probationary period if you fail to meet the performance standards of Chubb. Upon successful completion of the probation period, you will be confirmed in the service which will be intimated to you in writing.

5. Place of work

You will at present report to our office in Umiya Business Bay, Tower 2, 2nd Floor, Cessna Business Park. You may be required to work at any of the alternate locations of the Company. The Company may, after giving you reasonable notice transfer, assign your services temporarily or permanently to any place of business in India or overseas.

6. Working hours

While Chubb has standard working hours of 9:00 am to 6:00 pm at your location, your shift and hours will be determined in a discussion with your manager. Please note that the facility remains open to accommodate multiple shifts. You are expected to work the shift hours that are articulated to you by your manager and/or Human Resources from time to time.

7. Leave & Holidays

You will be entitled to leaves as per the Company policy with prior approval of your immediate supervisor. An indicative list of your leaves and holidays has been provided below:

a) **Earned Leave:** You will be entitled to 18 days of Earned leave per calendar year which will be accumulated monthly. The total number of earned leaves that can be carried forward to the following year should not exceed 20 days.

b) **Casual Leave:** You will be entitled to 9 working days of casual leave per annum prorated monthly.

c) **Sick Leave:** You will be eligible for 12 working days of sick leave per annum prorated monthly. Sick Leave for 3 or more continuous days must be supported by a medical certificate from a registered practitioner.

d) **Public Holidays:** The Company observes public holidays in a year as per statutory norms. The local holidays will be chosen based on the local Government Holidays list and will be published prior to the commencement of the calendar year. Please also refer to the General Terms and Conditions of employment which are outlined in **Annexure - B**.

This employment offer is subject to verification of the mentioned in your application and documents. In case, these particulars are found to be false, your services would be liable to termination without any reason or notice at any time. We have provided the list of documents to be submitted at the time of joining in **Annexure - C** for your easy reference.

Acceptance of offer letter: Please send your acceptance of your employment within five (5) business days from the date of the offer, failing which this offer shall automatically stand cancelled.



Krishnaprakash. G

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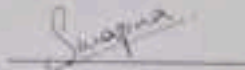
CHUBB

We look forward to welcoming you to Chubb.

With best wishes,

Yours Sincerely,

Swapna Saripalli
Head of HR



Signature:

Date: 23 November 2021
For Chubb Business Services India LLP

CHUBB

I accept the above-mentioned
terms and conditions of employment

Krishnabakash K

Name:



Signature:

Date: 26-11-2021



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Krishnabakash K.

Annexure A

Name **Krishnaprakash K**
 Designation **Junior Data Scientist**
 Salary Grade **21**
 Commencement Date **01 June 2022**
 Probation Period **6 Months**

Compensation Components	Monthly	Annual
Basic Salary	25,398	304,776
House Rent Allowance	10,160	121,920
Conveyance Allowance	1,600	19,200
Provident Fund (Employer contribution)	3,048	36,576
Leave Travel Allowance	2,116	25,392
Special Allowance	21,171	254,052
Total Fixed Compensation	63,493	761,916
Variable Compensation*		38,096
Total Cost to Company		800,012

* Variable Compensation: Chubb's Annual Bonus Program typically paid in April each year, reflective of Company and individual performance. Based on your Grade, your bonus range is 0-10% of your Total Fixed Compensation, representing the range of bonus payments you may receive in a given year. Any bonus paid is discretionary and the Company holds the right to not pay you bonus in any year. You must be an active employee of Chubb on the date of payment to receive a bonus with respect to a given performance year. Variable compensation shown above is indicative only and is based on the mid-point of the bonus range provided for your Grade.

Other benefits and information

Annual Salary Review: Your performance appraisal will be done through the Talent Portal Learning Centre which includes one mid-year discussion and one year-end performance review with your reporting manager. Following the Chubb Performance review, employees will be eligible for a salary increase in April each year. Out of cycle increases are subject to management decision and looked at on a case to case basis. The Company holds the right to not increase your salary in any particular year.

Please note that your eligibility for a merit salary increase and any variable compensation for the next compensation cycle is dependent on your start date. If your start date is on or before September 30 of this year, your incentive compensation award(s) will be prorated based on the number of months you were employed for this year. If your start date is on or after October 1 of this year, your eligibility for a merit salary increase and participation in annual incentive compensation plan(s) will begin the following year.

Insurance: You will be covered under our Group Life and Medical Insurance policy which includes Accident & Health.

Provident Fund: Chubb will make contribution on your behalf to the provident fund in accordance with the Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

Gratuity: Upon completion of five years of continuous service or more with the Company, the Company will pay you gratuity in accordance with the Payment of Gratuity Act, 1972.



[Handwritten Signature]

[Handwritten Signature]
 Krishnaprakash K

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Annexure B

General Terms & Conditions of Employment

Your employment with Chubb will always be governed by the following General Terms and Conditions. The Company has the right to amend these from time to time and you will be communicated of the changes.

Trainings or Examinations: At any instance, if you intend to appear in some examination or attend some training related to your profession while working with the Company, you are required to obtain prior written permission from an authorized person by giving full details including time frame and acknowledge that this will not affect your regular duties and responsibilities assigned to you by the Company.

Intellectual Property

Intellectual property of other Employers: We have extended this offer to you based upon your general knowledge, background, experience and skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other Company specific information. As a condition of employment with us, you agree not to disclose or use Confidential Information or proprietary information or any trade secrets and Intellectual Property of any current or prior employer. In this regard, you should be extremely careful not to bring any documents, Confidential Information, or other materials in any form belonging to or acquired from any current or prior employer or third party.

Prior Inventions: You will not, without Chubb's prior written consent (such consent by an authorized Officer of Chubb), incorporate, any Invention, that you have, either directly or indirectly, and, alone or jointly with others, created, conceived, developed, or have ownership interest in, prior to your employment with Chubb (collectively called "**Prior Invention**") or third party Invention into an Invention of Chubb ("**Chubb Invention**"). In the event that you incorporate any Prior Invention or third-party Invention into a Chubb Invention, you agree to unconditionally grant to Chubb a nonexclusive, perpetual, irrevocable, worldwide, fully-paid license, with the right to sublicense through multiple levels of sublicenses, under any and all rights in relation to such Prior Invention and in case of a third party Invention to agree to procure a license on the same terms. You hereby agree to waive any right to and refrain from raising any objection or claims pursuant to Section 30-A of the Copyright Act, 1957.

You are required to provide a complete list of all Prior Inventions prior to the commencement of your employment with Chubb. If you do not provide a list, you represent there are no Prior Inventions.

Assignment of Intellectual Property: During your employment with Chubb, you will, without additional compensation, promptly disclose to Chubb, all intellectual property rights to patents, trade secrets, copyrights, trademarks, designs, processes, methods, improvements, ideas, copyrightable works, and other intellectual property. You hereby assign to Chubb, all your right, title, and interest in and to each Chubb Invention. For the purposes of Indian copyright law, you acknowledge that all original works of authorship which are made by you (solely or jointly with others) within the scope of your employment and which are protectable by copyright are "works made for hire". You further hereby agree to waive any right to and refrain from raising any objection or claims pursuant to Section 19(4) of the Copyright Act, 1957.

If any Intellectual Property rights, including moral rights, in any Chubb Invention cannot (as a matter of law) be assigned by you to Chubb then (i) you unconditionally and irrevocably waive the enforcement of such rights and all claims and causes of action of any kind against Chubb or any of its licensees, successors or assignees with respect to such rights, and (ii) to the extent you cannot (as a matter of law) make such waiver, you unconditionally grant to Chubb an exclusive, perpetual, irrevocable, worldwide, fully-paid-up, royalty-free license, with the right to sublicense through multiple levels of sub-licensees, under any and all such rights (a) to reproduce, create derivative works of, distribute, publicly perform, publicly display, digitally transmit, and otherwise use the applicable Invention in any medium or format, whether now known or hereafter discovered, (b) to use, make, have made, sell, offer to sell, import, and otherwise exploit any product or service based on, embodying, incorporating, or derived from the applicable Invention, and (c) to exercise any and all other present or future rights (including rights to protect and enforce) in the applicable Invention.



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You further expressly agree that during and after the period of your employment, you will assist Chubb, when requested and deemed necessary by Chubb, to obtain and enforce its Intellectual Property rights relating to any Chubb Invention in all countries. If you are unable to provide requisite assistance, including being unable to provide your signature on any document needed in connection with such purposes, you hereby irrevocably designate and appoint Chubb and its duly authorized officers and agents as your agent and attorney in fact, which appointment is coupled with an interest, to act on my behalf to execute and file any such documents and to do all other lawfully permitted acts to further such purposes with the same legal force and effect as if executed by you.

For the purposes of this offer letter "Invention" means any idea, concept, information, invention, material, process, data, program, know-how, improvement, discovery, development, design, artwork, mask work, formula, works of authorship, derivative work, compilation or other copyrightable work, and/or technique, and all Intellectual Property rights in such items.

For the purpose of this offer letter "Intellectual Property" shall mean all past, present, and future rights of the following types, which may exist or be created under the laws of any jurisdiction in the world: (i) rights associated with works of authorship, including exclusive exploitation rights, copyrights, design rights, moral rights, and mask work rights; (ii) trademark, service marks and trade name rights and similar rights; (iii) trade secret rights; (iv) patent and industrial property rights; (v) other proprietary rights in intellectual property of every kind and nature; and (vi) rights in or relating to applications, registrations, renewals, extensions, combinations, divisions, amendments and reissues of, and applications for, any of the rights referred to in clauses Chubb through (v) of this sentence.

Confidentiality: During your employment with Chubb and at all times thereafter you unconditionally shall (a) hold in confidence and shall not disclose, discuss, communicate about or publish any Confidential Information except (i) to the extent necessary in order to perform your duties; (ii) only as expressly authorized in writing by an authorized officer of Chubb, and (iii) in compliance with any applicable law or Chubb policy, and (b) use Confidential Information only to the extent necessary to enable you to perform your assigned duties for Chubb. You also agree that during the term of your employment, you shall not remove from Chubb's premises any documents, records, or materials (whether in electronic or hard copy form) which contain any Confidential Information, except to the extent such removal is connected with, the performance of your job. You shall take all reasonable steps to safeguard the confidentiality of such documents, records, and/or materials.

Upon cessation of your employment, you will be required to return to the Company all property, documents and papers in your possession or under your control relating to your employment or Chubb's business. You shall at the discretion of the Company be required to confirm in writing that you have complied with this requirement.

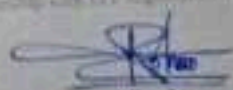
For the purposes of this offer letter, 'Confidential Information' means information, data or knowledge about Chubb's business or prospective business, its actual or anticipated research and/or development, including without limitation; (i) trade secrets, inventions, ideas, processes, software programs and subroutines (sequence of program instructions), computer source and object code, algorithms, technology, data, formulae, programs, other works of authorship, know-how, improvements, discoveries, developments, designs, and techniques; (ii) information regarding products, services, future products or services, plans for research and development, marketing and business plans, budgets, financial statements, contracts, pricing, competitors, customers and suppliers, including customers' and suppliers' identity as such, their contact information, and their type and volume of business with Chubb;

(iii) information regarding the personal data, skills and/or compensation of Chubb's employees, independent contractors, and any other service providers of Chubb; (iv) information regarding the existence of any business discussions, negotiations, or agreements between Chubb and any third party;

(v) any other confidential information of Chubb and that of its customers, sub-contractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment and (vi) any confidential knowledge, data or information of a third party that Chubb is under a duty to keep confidential.



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Krishnabprakash.K

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Non-Solicitation: During your employment with the Company and for a period of 12 months thereafter, you shall not solicit, attempt to solicit, or assist in the solicitation of any customer, employee, independent contractor, or consultant of Chubb to terminate his, her or its relationship with Chubb in order to become a customer, employee, consultant, or independent contractor for any other person or entity that engages in the development, marketing, sale or distribution of products and/or services that are competitive with any current or announced product and/or service of Chubb.

Conflict of Interest: As a full time employee, you shall not engage in any outside work, in any capacity for remuneration or not over and above the legitimate work with us on duty days, on holidays or when on leave without obtaining written permission with the concerned Chubb authorized personnel.

Policies & Procedures: The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated here in, be always governed by the policies and procedures of the Company. You will be provided with a staff handbook at the time of your joining which will include all the Company policies and procedures. You will be bound by the Company's Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service conditions such as leave, work hours, dress policy, etc., as if these rules, regulations, policies were part of this contract of appointment. Without prejudice to the generality of the foregoing, you shall at all times comply with the Company's policies and procedures (as may be intimated from time to time on the Company's intranet or through the Company's newsletters and webcasts or other written means).

Borrowing/Accepting/Giving Gifts: You will not borrow or accept or give any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation of any person/client with whom you may be having official dealings. You will also not under any circumstances engage in any act that involves or even gives the impression of involving bribery or any illegal activity whatsoever.

Restrictions: You are expected to maintain utmost secrecy regarding the affairs of the Company and its business, activities, strategies, details of its clients etc. and shall keep confidential all information, instruments, documents etc. relating to the Company or its clients. Any official communication, which is confidential in nature shall be destroyed or shredded after the purpose is served and if such document/communication is not required for any repository purposes. You shall use all of the Company's resources only for official purposes. Any misuse or breach committed would call for necessary disciplinary action.

Indemnity: You shall indemnify, defend and hold Chubb its officers, directors, associates and agents harmless from any and all claims, causes of action, damages, obligations or liabilities or any kind arising out of or connected with any act or omission of yourself during the course of your employment with the Company. The Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated official of the Company.

Termination of Employment: This appointment may be terminated by either party giving to the other party formal notice in writing thereof:

- During Probation: 30 days
- After Confirmation: 60 days

We may, however, at our sole discretion, terminate your employment by paying remuneration in lieu of notice.

If you voluntarily terminate your employment you will be required to work the full notice period and will not be eligible to any leaves during the notice period. You would be required to train your replacement during the notice period.

Termination for cause: The Company may terminate your employment without notice or pay in the event of a material breach or in case of a violation of Chubb Code of Conduct or gross misconduct or unlawful conduct on your part details of which are available in the Company's policy documents as may be amended from time to time.



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Nationality Declaration All employees irrespective of their nationality or citizenship shall furnish the "Nationality undertaking" to the Company and have an obligation to communicate any changes in their nationality status. If you are a foreign national or an NRI or an Overseas Citizen of India the obligations for registrations and extensions of your visa and stay in India and or any intimation to the requisite Governmental authorities and the Company shall be continuing obligation cast on you as an employee of the Company.

Use of Company's name: You shall use the Company's name, logo, trademark or other identifiers strictly in the manner permitted by the Company's policies, or for the purposes of provision of services delegated to you to the extent required. Upon termination of your employment with the Company, you shall not use the Company's name, logo, trademark or other identifiers in any manner other than what is already a matter of public knowledge, provided however, you will not be in breach of this clause if you make reference to the Company's name solely to describe your former association with the Company subject to the confidentiality obligations which the Company might have undertaken in relation to any of its clients, vendors or other Company's personnel.

Personal Data: During the course of your employment with the Company, you may provide the Company with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including but not limited to your financial information, email address, addresses, telephone numbers, shareholdings, physiological and/or mental health information, and medical records and history (your Personal Data). You acknowledge that the Company may collect, use, transfer, store or otherwise process (Process) such Personal Data as required per the Company's policies, to facilitate the conduct of the Company's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes or for quality and risk management purposes. The Company will process your Personal Data in accordance with applicable law and professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

In order to Process your Personal Data the Company would require you to sign a Privacy Notice upon joining. This Privacy Notice is intended to help you understand why and how we may use your information.



[Handwritten signature in green ink]

PRINCIPAL
GOVT. COLLEGE
CHITTUR

[Handwritten signature in black ink]

KrishnaPrakash.K

CHUBB

Governing Law: The terms of this offer letter and annexures shall be governed in accordance with the laws of India and the courts at [Hyderabad] shall have exclusive jurisdiction over all matters arising out of or in relation to your employment with the Company.

During the course of your employment, you will employ yourself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the Company and generally carry out duties and work as assigned to you and shall obey and comply with all lawful orders and directions give to you by the concerned superiors in the Company.

The above terms and conditions are binding on you the moment you accept the appointment by signing a copy of this letter of appointment.

With best wishes,

Yours Sincerely,

Swapna Saripalli
Head of HR


Signature:

Date: 23 November 2021
For Chubb Business Services India LLP
CHUBB


I accept the above-mentioned
terms and conditions of employment


Name: Krishna prakash . k


Signature:

Date: 26-11-2021




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Krishna prakash . k

Annexure C

Verification of Documents

At the time of commencement of your employment with us, you are required to provide the following:

1. Your Relieving / Experience / Resignation and Acceptance Letters from your previous employer
2. Experience & Relieving Letters from all your previous employers worked earlier.
3. Two Passport Size photographs (WHITE Color Background is a must)
4. Salary Certificate from your previous employer indicating tax deducted so far.
5. Copies of all Educational Certificates (10th, 12th, Degree & PG)
6. Copy of AADHAR & PAN Card.
7. Copy of Passport – first and last page and reflecting any active VISAs (if Passport is available)
8. Copy of UAN Number (if available)
9. Address Proof document



A handwritten signature in green ink, appearing to be "Raj".

PRINCIPAL
GOVT. COLLEGE
CHITTUR

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

Krishna Prakash. K



Mohamed Arshath Ali M

12673

A handwritten signature in blue ink, appearing to read 'Arshath'.

Authorized Signatory

Registered Office:

Zifo Technologies Private Limited

21A, Anna Salai, Littlemount

Saidapet, Chennai - 600 015, INDIA

t : +91 44 4311 4002

w : www.zifornd.com

Zifo.
DIGITAL INFORMATION

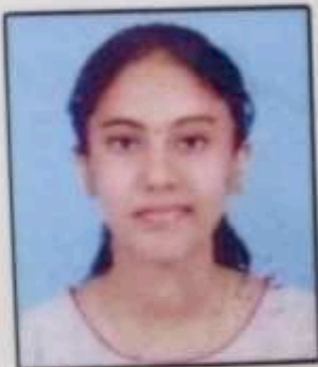


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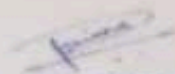
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CHITTUR

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS**


OFFICE OF THE SENIOR SUPERINTENDENT OF POST OFFICES
PALAKKAD DIVISION, PALAKKAD-678001
PH : 0491-2544740



Valid up to : 27-10-2028
Unique Employee ID : 50581761
Name : PRINNAP
Post : BPM
Date of Birth : 03-05-1998
Name of Office : PALANIYARPALAYAM
Account Office : KOZHINJAMPARA


Signature of the holder




Issuing authority

**PRINCIPAL
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CHITTUR**

Department of Posts

Pay Slip for the month of March 2024



Name : PRINNA P
Emp Id : 50581761
Designation : Branch Postmaster

Office : Palaniyarpalaya
Scale : 01-01
PAN : EZIPP9134F
GPF / GRAN No :

Earnings		Deductions		Out Of Account	
TR Continuity Allowance	12000.00	PLI Premium	1202.00		
Dearness Allowance	5520.00	ED GIS II	20.00		
Office Maintenance Allw	250.00	CWFGDS	240.00		
Total	17770.00	Total	1462.00	Total	0.00

Take Home Pay: Rs. 16,308.00 /-
SIXTEEN THOUSAND THREE HUNDRED EIGHT Rupees Only.



Raj
**PRINCIPAL
GOVT. COLLEGE
CHITTUR**

GOVT: VICTORIA GIRLS HS CHITTUR

CHITTUR (P.O), PALAKKAD. PIN 678101

E Mail:gvghss21041@gmail.com

Phone:04923 222 681

EXPERIENCE CERTIFICATE

This is to certify that RARI.B has been worked as H S A (Mathematics) on daily wages in this institution from 09/02/2023 to 28/02/2023. She was found to be very keen and sincere in performing her duties.

Place:Chittur

Date:28/02/2023.

R.A.R.
28/2/2023

HEADMISTRESS
GVGHSS, CHITTUR
PALAKKAD



R.A.R.

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CHITTUR



Ref: TCSL/DT20218692337/1715126/Mumbai

Date: 05 January 2022

MR. ABHAY K DAS
Kannalath House Polpully,
Polpully, Palakkad,
Kerala-678552.
Tel# 918848759456

Sub: Joining Letter

Dear Mr. Abhay K Das,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **03rd February 2022** , your joining location is **Kochi** , work location is **Kochi** and your stream is **CBO** . This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining** .

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



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TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.




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We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



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



PRINCIPAL
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SAFE
TECHNOLOGIES



SANDRA R

BUSINESS ASSOCIATE

9645029779



✉ info@safetechnologies.co.in

☎ 984 696 5105 / 953 999 7555

www.safetechnologies.co.in



annalect



Shanila K

Employee ID : 16966

Blood Group



Raj
PRINCIPAL
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CHITTUR

CANCER HOSPITAL & RESEARCH INSTITUTE

**Regional Cancer Center for Research & Treatment
(JAN VIKAS NYAS)**

Ref.no:CHRI/2024/ temp _appoint/3000

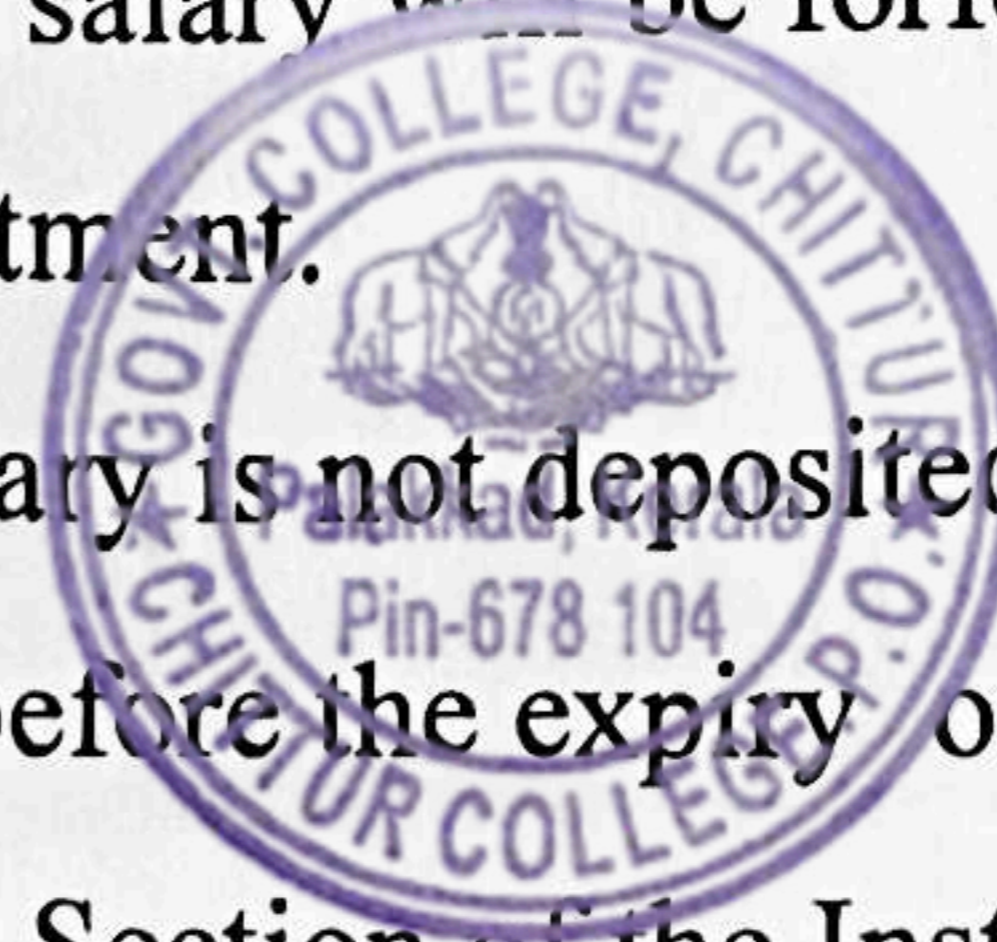
Date: 10/2/2024

APPOINTMENT ORDER

Mr Shyamprasad S S/o Mr. Suresh Nair R/O Nellakkara House Kizhakkencherry Palakkad Kerala is temporally appointed as **Medical Physicist** in Cancer Hospital & Research Institute, Gwalior, Jan Vikas Nyas, Gwalior, on fixed salary of **Rs 50,000/-(Rupees Fifty Thousand)** per month inclusive of all allowance for a period of 1 Year with effect from the date of taking over charge. he/she reports for Joining.

The appointment is governed by the rules, regulations directives and orders of the Head of the Institute as may be in force from time to time. Over and above this, the appointment is governed by the following specific terms and conditions.

1. If during the said period the work and conduct are found suspicious and not satisfactory the services of the appointee are liable to be terminated without giving notice and without assigning any reason in other conditions services are terminable on one months prior notice on either side failing any terms and condition the services tenure shell have to pay one month' salary in lieu of such notice. As regards performance decision of the appointing authority will be final and Binding are the appointee.
2. The appointment is purely temporary on contractual basis for the above period. Contractual service period can be extended/renewed according to the requirement of the Institute and your performance appraisal.
3. (a) The appointee shall have to deposit one month salary in Accounts Section of the Institute as security deposit by way of deduction in equal installments from his/her salary to cover the risk of compliance of the terms and conditions of the appointment.
(b) The amount of security deposit equal to one month salary is refundable without interest at the time of leaving Institute after recovering the dues, if any.
(c) The amount of security equal to one month salary will be forfeited on failure to comply with any terms and conditions of the appointment.
(d) In case full security equal to one month salary is not deposited and the appointee intends to leave the Institute or leaves the Institute before the expiry of period on contract, he/she shall have to deposit the balance in Account Section of the Institute.



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4. The appointment is for full time and the appointee will not be allowed to do private professional work / practice of any kind anywhere else.
5. The appointee will be required to attend any emergency call without fail as and when necessary and will not pretend to avoid it. The appointee is also required to do all duties relating his/her job.
6. Leave will be admissible as per rules of the Institute. However no leave shall be included in and shall not run concurrently with the required period of notice for leaving services.
7. If you will be absent for more than 07 continues days without any information to your reporting office and us. then your services will be terminated forthwith without any further communication.
8. The resignation tendered by the appointee shall become effective only after it is accepted by the competent authority and the management communicates its acceptance in writing.
9. The services are extendable on mutual agreement after completion of contract period only when the appointee applies for the same at least 10 days before the date of expiry of the contract period.
10. The appointee will be required to join within one week from the date of receipt of order failing which the appointment letter will be treated as cancelled.
11. You are instructed to report in H.R. Department within 03 days with all required documents, failing to which your appointment will be considered as cancelled.
12. You will not resort to strike or demonstrations or any other illegal agitation of this nature otherwise , failing which your service will be terminated with immediate effect.
13. You shall neither claim nor shall be entitled for perks and other facilitates admissible to regular employees.

Copy to:

- a. A.O. Accounts
- b. Personal File
- c. Mr Shyamprasad S



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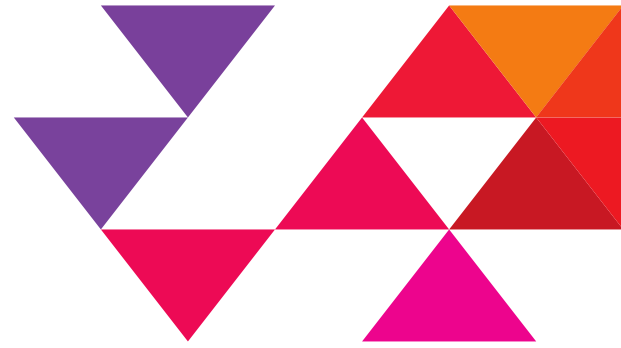
Director

15/2/24

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Director

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REF: HR/Offer/2022/R&D/394.

Name: Sneha S
Mobile: 8547314634

19.12.2022

Dear Sneha S,

This has to reference your application and subsequent discussion with us. We are pleased to offer you the position of **Management Trainee** in **Analytical Development** in the grade **T2**, in our company, on the following terms and conditions

1. Your total fixed compensation is Rs **2,40,004/- (Rupees Two lakhs forty thousand and four Only)** refer the annexure I for the details
2. You will be posted at our R&D facility at **(R&D, ITIM Research Park, Taramani, Chennai)**. However, your service are liable to be transferred to other company locations, any other department, any shift, or group companies anywhere in India/outside India depending upon the exigencies of work.
3. We request you to join the organisation at the earliest, however not later than **28.12.2022**
4. You will be under probation for **Twelve months**.
5. A formal letter of appointment will be issued at the time of joining. You are required to sign a separate confidentiality agreement with the organisation, which will form part of this appointment letter.
6. You will be governed by the rules and regulations of the company that will be in force from time to time.
7. As part of the joining formalities, you will be required to undergo a pre- employment medical check-up as per the prescribed tests. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us and background verification.

As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer **within two day** of receipt of this offer.

Wishing you a great career with **AXXELENT PHARMA SCIENCE PRIVATE LIMITED**.

Yours sincerely,
For **AXXELENT PHARMA SCIENCE PRIVATE LIMITED**,



R PRADEEP BALAKUMAR
GM & HEAD - HR & ADMIN.
Encl : Annexure-I.



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Axxelent Pharma Science Private Limited

Module No.1, 10th Floor A Block,
IIT Madras Research Park,
Kanagam Road, Taramani,
Chennai - 600113, Tamil Nadu, India.

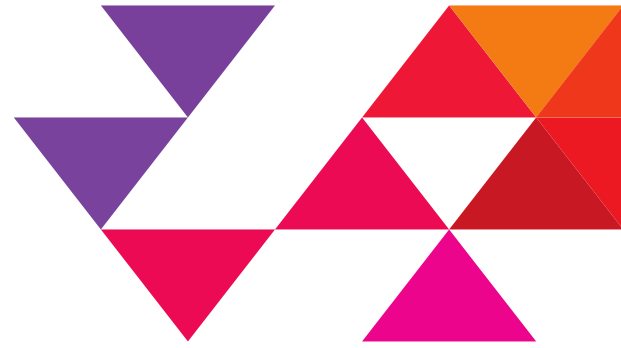
Tel.+91 44 61727900

Mobile : +91 9551288088, +91 9841439391

info@axxelent.com

www.axxelent.com

CIN No. U24110TN2019PTC131943



Confidential

Annex I

REF: HR/Offer/2022/R&D/394.

Name	Sneha S
Designation	Management Trainee
Department	Analytical Development
Unit	R&D, Taramani , Chennai

Components		in INR (per month)	in INR (per annum)
1	Basic Salary	15,000	1,80,000
2	House Rent Allowance	1,820	21,840
3	Special Allowances	0	0
Total Monthly Gross Salary		16,820	2,01,840
4	Provident Fund(Employer's Contribution)	1,800	21,600
5	ESI(Employer's Contribution)	547	6,564
6	Ex-gratia	0	10,000
Total Cost to the Company		19,167	2,40,004

1. Responsibilities will include Axxelent and its Group of Companies.
2. Eligibility and contribution towards Gratuity will be as per the act.
3. All the limits are as per company policies and income tax provisions which are subject to change from time to time.
4. Coverage under Group Medical Insurance Policy for Self, spouse, and two children, where the 80% premium amount borne by the company.
5. The above CTC is final. Axxelent is not responsible for any commitments made outside this Offer Letter.

Yours Sincerely
For AXXELENT PHARMA SCIENCE PVT LTD.,



R PRADEEP BALAKUMAR
GM & HEAD - HR & ADMIN.

I,hereby accept the offer, and my date of joining will be I authorize Axxelent Pharma Science Pvt Ltd to do background verification. If upon investigations, any false or misleading information found may result in dismissal of offer of employment.

Signature

Date :



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CHITTUR**

Axxelent Pharma Science Private Limited

Module No.1, 10th Floor A Block,

IIT Madras Research Park,

Kanagam Road, Taramani,

Chennai - 600113. Tamil Nadu, India.

Tel.+91 44 61727900

Mobile : +91 9551288088, +91 9841439391

info@axxelent.com

www.axxelent.com

CIN No. U24110TN2019PTC131943



July 09, 2022

To,

Ms. Sneha S,
10/239, Ajay House, Kaliyampara,
Parisakkal,
Chittur,
Palakkad – 678556.

Dear Ms. Sneha S,

With reference to the discussions we had with you on **July 05, 2022**, we are pleased to offer you an appointment in our company on the following terms and conditions:

1. Designation: **RND Entry Level**
2. Salary details.
I. Your CTC will be **Rs.16711**(Sixteen Thousand Seven Hundred & Eleven Rupees Only).
3. Place of Work: You will be placed at RndOpimizAR, 274/4 Anna Private Industrial Estate, Vilankurichi Post, Coimbatore- 641035. However, your services are transferable to any place in the country or abroad or to any of its associate or sister concern or its subsidiary, which may come up in the future at the sole discretion of the management.
4. Joining: The tentative date of joining will be **July 11, 2022**
5. Training: You will be on training for a period of 5 months. The said training period will be extended further in case the same is considered necessary by the management. If your performance is considered satisfactory by the management you will be confirmed in the service of the company. Your services will be shifted internally to any process according to the requirements of the company from time to time.
6. Agreement: You will have to execute a service agreement with the company for 365 working days excluding the training period along with a Non-Disclosure Agreement.
7. You will not be eligible for any type of leave during your training period of 5 months.
8. This offer is valid for a time frame of 7 days from the date of issue. This offer will become invalid if any information provided by you is found to be untrue/incorrect.
9. Termination: Your services shall be terminated even during the training period of employment due to A) Inefficiency/non-satisfactory performance. B) Indiscipline/Misbehavior. C) If produced wrong/incorrect/false information.
10. Please sign and return duplicate copy of this letter through post or in person as of your acceptance of the terms and conditions mentioned herein on or before **July 09, 2022**

For RND OptimizAR Private Limited.0

P. V. Shankar

Manager Talent Acquisition



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RND OPTIMIZAR PRIVATE LIMITED

S.F.No : 274/4, Anna Private Industrial Estate, Vilankurichi Road, Coimbatore -641 035, India.
Tel: +91 85264 44408, 85264 44409, CIN: U74999TZ2017PTC029265, GSTIN: 33AAICR4312B1ZZ
E-mail: info@rndsofttech.com, Visit us at: www.rndoptimizar.com

OFFER LETTER Add label

hr@gjglobalsoft.c... 6/25/2022



to me ▾

Dear Sreelakshmi,

GJ Global IT Ventures is delighted to offer you a full-time position as a Software Tester with a joining date of 27 June 2022.

We'd like to offer you an annual starting salary of Rs. 180,000/- paid out monthly.

Additionally, I would require you to send scanned self-attested copies of the following documents -

1. Aadhaar Card Copy (Colour)
2. Educational Qualification
3. Job Experience Certificate
4. Latest salary slip

We are excited about the possibility of you joining GJ Global IT Ventures!

Please confirm your acceptance of this offer by signing and returning this letter.

Regards,

HRM

GJ Global IT ventures

+91 8590390914

3



Sreelakshmi Rama... 12/17

to sharenafazil@gmail.com



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CHITTUR



കേരള ഗ്രാമീൺ ബാങ്ക്
Kerala Gramin Bank

(A Government owned bank sponsored by Canara Bank)

HEAD OFFICE, KGB TOWERS, AK ROAD, MALAPPURAM, KERALA, PIN-676 505



RECRUITMENT CELL- HUMAN RESOURCES WING

Ref : 9/KGB/2/2022/RC/HRWing

Date: 10/01/2022

To

Sri/Smt. SRUTHIMOL C
SRUTHILAYAM
NELLIKKADU, KODUMBU
PALAKKAD
KERALA 678551
Mobile No:9633799612

Dear Sir/Madam,

SUB: OFFER OF APPOINTMENT IN THE BANK.

With reference to your CRP-X application, we have pleasure to inform that you have been provisionally selected for appointment in our Bank to the post of **Officer Junior Management Scale-I - Assistant Manager**. Accordingly, we are issuing this **offer letter for appointment** in the Bank.

If you are agreeable to accept the following terms and conditions and willing to comply with that, you shall report at Kerala Gramin Bank, Regional office, Opposite Municipal Office, Malappuram – 676505 on 25/01/2022, Tuesday at 09.00 A.M for completing the formalities required to join the services of our Bank.

On being satisfied as to your Medical Fitness and the authenticity of your documents like Certificates/Testimonials etc., your acceptance of and compliance with the terms and conditions set out here under, we will take you into this establishment, **as per Appointment Order to be issued separately.**

Automatic cancellation of offer of appointment:

Please however, note that if you do not report on the above mentioned date (**i.e, 25/01/2022**), with all the credentials indicated herein, it will be construed that you are no longer interested in taking up the service in the Bank. Consequently, this Offer of Appointment will lapse automatically at the end of **25/01/2022** and the Bank will not entertain any claim from you to the service in the Bank thereafter, or engage in any type of further correspondence.

Commencement of Services & Period of Probation:

Your service / probation period in the Bank will count / commence from the date of your joining the services of the bank as per final appointment letter to be issued after successfully completing all formalities required to join the services.

TERMS AND CONDITIONS



Page -1

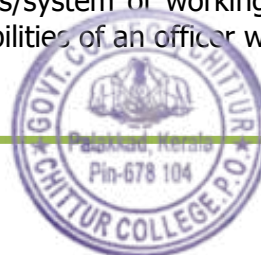
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Please note that this Offer of Appointment is subject to the terms and conditions given below.

1. The Service Conditions / Regulations applicable to you have been defined / set-out in the Kerala Gramin Bank (Officers and Employees) Service Regulations 2013 and any amendments and alterations thereof and additions thereto, from time to time.
2. **Period of Probation:** You will be on probation for a period of two years from the date of your joining in the Bank which is extendable upto a maximum period not exceeding one year. Further, your confirmation at the end of the Probationary period (including extended probationary period/s, if any) will be subject to, in the opinion of the Appointing Authority, satisfactory completion of your Probation/satisfactory service during Probationary period, otherwise, please note that your services are liable to be terminated by one month notice or payment of one month's emoluments in lieu thereof.
3. Notwithstanding what is stated above, the Bank may terminate your services at any time during the probation period without assigning any reasons by giving you one month's notice in writing or by paying you one month's salary and emoluments in lieu of notice.
4. **In case of any adverse / unsatisfactory Police Report, your Appointment Order will be cancelled.**
5. During the period of probation, you shall be paid salary and emoluments, as follows, subject to such variations as prescribed by Kerala Gramin Bank (Officers and Employees) Service Regulations, 2013 and future amendments.

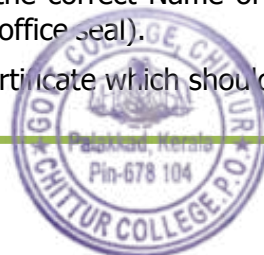
BASIC	DA	HR A	CCA
Rs. 36000/-	As per Index Level	Depending on the Place of Posting	

6. You are liable to be posted to any Branch / Office of the Bank and liable to be transferred to any branch / office in the entire service area of the Bank from time to time at the sole discretion of the Bank.
7. During the period of probation, you are required to serve at 3 to 4 different branches/offices in the entire service area of the Bank at the frequency as decided by the Bank to provide better exposure and to acquaint in various aspects of banking.
8. You shall not leave or discontinue your services in the Bank, even during Probationary period, without giving notice, in writing, to the Chairman of the Bank, through proper channel, mentioning your intention to leave or discontinue your services in the Bank. The period of such notice required is one month during probation and three months after confirmation or in lieu thereof, as compensation to the Bank, you are liable to pay a sum equal to your pay (being drawn at the time of such event) for the period of notice so required. Further, in the event of your leaving or discontinuing your services in the Bank, you are also liable to refund the pay or allowance or both, drawn by you while on training and make good the training expenses incurred by the Bank or the Sponsor Bank, for deputing you to such training.
9. **Indemnity Bond:** Further, **at the time of joining**, you are required to execute an indemnity bond on non-judicial stamp paper of Rs. 200/- agreeing to pay the Bank a sum of Rs.150000/- (Rupees one lakh fifty thousand only) plus applicable GST, in the event of leaving services of the Bank during the period of probation. This will be in addition to the provisions of Staff Service Regulations of the Bank as mentioned in point No.8 above.
10. During the period of your probation, you shall show proper aptitude towards work, acquire thorough knowledge of the Bank's Manual of Instructions, Circulars, Rules of Business, Policies, besides the procedures/system of working etc., of the Bank and be able to discharge the duties and responsibilities of an officer with due diligence.




Page -2
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CHITTUR

11. The appointment is provisional in case of SC/ST category candidates and is subject to the Scheduled Caste/Scheduled Tribe certificate being verified through proper channels. If the verification reveals that the claim that you belong to Scheduled Caste/Scheduled Tribe as the case may be, is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
12. The appointment is provisional in case of OBC Category candidates and is subject to the Other Backward Classes Certificates being verified through proper channels. If the verification reveals that the claim that you belong to Other Backward Classes or not belonging to the Creamy Layer, is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.
13. The appointment is provisional in case of EWS Category candidates and is subject to the Income and Assets Certificate valid for the financial year 2020-21 being verified through proper channels. If the verification reveals that the claim that you belong to Economically Weaker Section, is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.
14. At the time of verification of your credentials at our Kerala Gramin Bank, Head Office, KGB Towers, Malappuram, you are required to produce the following credentials/testimonials/papers etc.
 - ❖ Acceptance copy of Offer of Appointment letter duly signed
 - ❖ Medical Certificate of Physical Fitness from a Medical Officer not below the rank of an Assistant Surgeon / Civil Surgeon of Government of Kerala – **Original**. Ensure attestation of Photo & Thumb impression by Medical Officer with his/her name seal separately and affixing of office round seal.
 - ❖ Certificate in proof of Date of Birth (acceptable to the Bank) – **Original and self attested copy** (put signature with name).
 - ❖ Mark Lists (SSLC / Matriculation / Xth Standard onwards – Year wise / Semester wise) – **Original and self attested copies** (put signature with name).
 - ❖ Degree Certificate or Provisional Degree Certificate – **Original and self attested copy** (put signature with name).
 - ❖ Certificates of Higher Education / Technical Education, Computer Literacy, if any – **Original and self attested copies** (put signature with name).
 - ❖ Experience Certificates from Previous Employers (if applicable) – **Original/self attested copy** (put signature with name).
 - ❖ Two Character and Conduct Certificates – One from the Principal/Head of the Department of College/University last attended and one from a Respectable Person or a Gazetted Officer or Bank Officer (for a period of minimum 3 years) not related to you – **Original**.
 - ❖ In case of candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes Category, Caste Certificate issued by the Competent Authority, in the Proforma Prescribed by Government of India with the correct Name of the Sub Caste – **Original** (Issued by Tahsildar with date, name and office seal).
 - ❖ In the case of OBC, Non Creamy Layer Certificate which should be issued on or after



01-04-2021 – Original (Issued by Tahsildar with date, name and office seal).

- ❖ In the case of EWS, Income & Asset Certificate valid for the financial year 2021-22 (based on the income for the financial year 2020-21)– **Original** (Issued by Tahsildar with date, name and office seal).
- ❖ Certificate from Medical Board in case of Persons with Disability (PWD, i.e., PWD-OC, VI, HI & ID) – **Original** along with certificate of disability in Form I,II or III as the case may be which is available in IBPS notification.
- ❖ Photo Identity Proof with Address – **Original and self attested copy** (put signature with name).
- ❖ PAN Card – **Original and self attested copy** (put signature with name).
- ❖ Aadhar Card- **Original and self attested copy** (put signature with name).
- ❖ Employment Exchange Registration Card or a declaration stating that you have not registered your name with any Employment Exchange in the country.
- ❖ Candidate is required to submit FOUR passport size copies and TWO stamp size copies of your recent photograph (with blue background) duly writing your name in BLOCK LETTERS on the reverse of all the six copies.

IMPORTANT: IN CASE YOU ARE UNABLE TO PRODUCE ANY OF THE ABOVE CERTIFICATES /DOCUMENTS, AS APPLICABLE TO YOU FOR ASCERTAINING THE ELIGIBILITY CONDITIONS, YOU WILL NOT BE ISSUED APPOINTMENT LETTER.

IN ADDITION TO THE ABOVE YOU ARE REQUIRED TO PRODUCE SATISFACTORY CERTIFICATES OF ACCEPTANCE OF RESIGNATION, UNCONDITIONAL RELIEF AND GOOD CONDUCT FROM YOUR PREVIOUS EMPLOYER/S AND ALSO FROM THE PRESENT EMPLOYER (IF ANY) AT THE TIME OF JOINING, WITHOUT WHICH, YOU WILL NOT BE ALLOWED TO JOIN THE BANK.

PLEASE NOTE THAT THIS OFFER OF APPOINTMENT IS PROVISIONAL ONLY AND IF IT IS FOUND AT ANY LATER STAGE THAT YOU DO NOT CONFORM TO ELIGIBILITY NORMS, YOUR CANDIDATURE WILL BE SUMMARILY REJECTED. ALSO, IN CASE AT ANY STAGES OF SELECTION, AND EVEN AFTER APPOINTMENT, IF IT COMES TO NOTICE OF BANK THAT YOU DO NOT POSSESS THE REQUISITE QUALIFICATION AND /OR YOU DO/DID NOT FULFILL THE ELIGIBILITY CRITERIA AS PER ADVERTISEMENT, YOUR CANDIDATURE WILL BE LIABLE TO BE REJECTED. FURTHER, IN CASE IT IS NOTICED THAT YOU HAVE FURNISHED ANY INCORRECT/FALSE INFORMATION OR SUPPRESSED ANY MATERIAL FACTS, YOUR CANDIDATURE WILL STAND CANCELLED.

THIS IS NOT **AN APPOINTMENT LETTER** NOR DOES IT REPRESENT ANY COMMITMENT ON THE PART OF BANK TO SELECT YOU.

Yours faithfully

Chairman




PRINCIPAL
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**പൊതു വിദ്യാഭ്യാസ വകുപ്പ് ഹയർ സെക്കന്ററി വിഭാഗം,
മലപ്പുറം മേഖല ഉപമേധാവിയുടെ നടപടിക്രമം**

ഹാജർ: മനോജ് കുമാർ സി.

വിഷയം:- പൊ.വി.വ. - ഹ.സെ.വി. - എയ്ഡഡ് - ശ്രീമതി സുധീഷ പി.എസ്.,
എച്ച്.എസ്.എസ്.ടി. ജൂനിയർ ഗണിതശാസ്ത്രം - മുണ്ടൂർ ഹയർ സെക്കന്ററി സ്കൂൾ
മുണ്ടൂർ പാലക്കാട് -ന്റെ ദിവസവേതന നിയമനം സ്ഥിരീകരിച്ച് ഉത്തരവാകുന്നു.

ഉത്തരവ് നം.ഇ/7928/22/RDD/HSE

തീയതി: 07/02/2023

- സൂചന:-
- 1) സ.ഉ. (സാധാ) നം. 2971/2005/പൊ.വി. തീയതി 10/6/2005
 - 2) സ.ഉ. (എം. എസ്.) നം. 161/2010/പൊ.വി. തീയതി 7/8/2010
 - 3) സ.ഉ. (എം. എസ്.) നം. 127/2021/പൊ.വി. തീയതി 26/2/2021.
 - 4) മുണ്ടൂർ ഹയർ സെക്കന്ററി സ്കൂൾ മാനേജറിന്റെ 12/9/2022 തീയതിയിലെ അപേക്ഷ.

ഉത്തരവ്

1. ഹയർ സെക്കന്ററി സ്കൂളുകളിലെ ഒരു അക്കാദമിക വർഷത്തിന് താഴെയുള്ള HSST/HSST(Jr.) താൽക്കാലിക ഒഴിവുകളിൽ ദിവസ വേതന നിയമനം മാത്രം നടത്തുന്നതിന് സൂചന ഒന്ന് പ്രകാരം ഉത്തരവായിരുന്നു.

2. അടിയന്തിര സാഹചര്യങ്ങളിൽ ദിവസവേതനാടിസ്ഥാനത്തിൽ നടത്തുന്ന താൽക്കാലിക നിയമനങ്ങൾക്ക് സ്ഥിര നിയമനത്തിനുള്ള പ്രക്രിയ പാലിക്കേണ്ടതില്ലായെന്നും അത്തരം നിയമനങ്ങളിൽ സ്പെഷൽ റൂൾ പ്രകാരം നിശ്ചിത യോഗ്യതയുള്ള അഡ്വാപകരെ കണ്ടെത്തി മാനേജർക്ക് നിയമനം നടത്താവുന്നതാണെന്നും സൂചന രണ്ട് പ്രകാരം ഉത്തരവാകുകയുണ്ടായി.

3. പാലക്കാട് ജില്ലയിലെ മുണ്ടൂർ ഹയർ സെക്കന്ററി സ്കൂൾ മുണ്ടൂരിൽ സൂചന (3) ഉത്തരവിന്റെ അടിസ്ഥാനത്തിൽ പ്രിൻസിപ്പലിന്റെ ജോലിഭാരം കുറയ്ക്കുന്നതിന്റെ ഭാഗമായി ശ്രീമതി. സുധീഷ പി.എസ്.-നെ ദിവസവേതനാടിസ്ഥാനത്തിൽ നിയമിച്ച് ആയതിന്റെ അംഗീകാരത്തിനായി ടി. സ്കൂൾ മാനേജർ സൂചന (4) പ്രകാരം അപേക്ഷ സമർപ്പിക്കുകയുണ്ടായി. ശ്രീമതി. സുധീഷ പി.എസ്. സ്പെഷൽ റൂൾ പ്രകാരം നിശ്ചിത യോഗ്യത നേടിയിട്ടുള്ളതായും നിശ്ചിത പ്രായപരിധിയിൽ ഉൾപ്പെടുന്നതായും 12/9/2022 തീയതിയിൽ ജോലിയിൽ പ്രവേശിച്ചതായും സൂചന (4) അപേക്ഷയോടൊപ്പം ചേർത്ത രേഖകൾ പ്രകാരം കാണുന്നു.

4. മേൽ വിവരിച്ച സാഹചര്യത്തിൽ ശ്രീമതി. സുധീഷ പി.എസ്. -ന്റെ എച്ച്.എസ്.എസ്.ടി. ജൂനിയർ ഗണിതശാസ്ത്രം തസ്തികയിലെ ദിവസവേതന നിയമനം ചുവടെ ചേർക്കും പ്രകാരം അംഗീകരിച്ച് ഇതിന്റേ ഉത്തരവാകുന്നു.



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പേര്	ജനന തീയതി	വിദ്യാഭ്യാസ യോഗ്യത	തസ്തിക	നിയമനാംഗീകാര വിശദാംശങ്ങൾ
സുധീഷ പി.എസ്.	31/5/1997	എം.എസ്.സി, ബി.എഡ്., സെറ്റ്	എച്ച്.എസ്.എസ്.ടി ജൂനിയർ ഗണിതശാസ്ത്രം	12/9/2022 മുതൽ 28/2/2023 വരെ

വ്യവസ്ഥകൾ

- മേൽ നിയമനാംഗീകാര കാലയളവ് റഗുലർ സർവ്വീസിന് പരിഗണിക്കുന്നതല്ല.
- ഭാവിയിൽ ഉണ്ടാകുന്ന ഒഴിവുകളിലേക്കുള്ള അവകാശവാദത്തിനായി മേൽ നിയമനം പരിഗണിക്കുന്നതല്ല.
- ഗസ്റ്റ് അധ്യാപകർ പ്രതിദിനം നിയമാനുസരണം കൈകാര്യം ചെയ്യേണ്ട പിരിയഡുകൾ മേൽ അധ്യാപകൻ/അധ്യാപിക കൈകാര്യം ചെയ്യേണ്ടതാണ്.
- മേൽ അധ്യാപകന്റെ/അധ്യാപികയുടെ വേതനം ഹാജർ പട്ടിക, ലോഗ്ബുക്ക് എന്നിവയുടെ അടിസ്ഥാനത്തിൽ നിലവിലുള്ള നിരക്ക് പ്രകാരം '2202-02-110-94-00-02-05 NP' എന്ന ഹെഡ്ഡിൽ നിന്നും പിൻവലിച്ച് വിതരണം ചെയ്യേണ്ടതാണ്. നിയമാനുസൃതം അനുവദനീയമായതിൽ കൂടുതൽ തുക വേതനമായിനൽകുന്ന പക്ഷം ആയത് പ്രിൻസിപ്പലിന്റെ ബാധ്യതയായി കണക്കാക്കുന്നതാണ്.
- നിലവിലുള്ള ചട്ടങ്ങളും വകുപ്പുകളും അനുസരിച്ച് നിയമാനുസൃതമാണ് മേൽ നിയമനം നടത്തിയിട്ടുള്ളത് എന്ന മാനേജറുടെ സത്യവാങ്മൂലത്തിന്റെയടിസ്ഥാനത്തിലാണ് മേൽ നിയമനാംഗീകാരം നൽകിയിട്ടുള്ളത്. ആയതിൽ ഭാവിയിൽ എന്തെങ്കിലും ക്രമക്കേട് കാണുന്നപക്ഷം ഏതെങ്കിലും വ്യക്തിക്ക് ഉണ്ടായേക്കാവുന്ന കഷ്ടനഷ്ടങ്ങൾക്കും സാമ്പത്തിക ബാധ്യതയ്ക്കും ഡിപ്പാർട്ട്മെന്റിനോ, സർക്കാരിനോ യാതൊരുവിധ ഉത്തരവാദിത്വവും ഉണ്ടായിരിക്കുന്നതല്ല.



മേലവ ഉപയോഗിച്ച്
പൊതു വിദ്യാഭ്യാസ വകുപ്പ്
ഹയർ സെക്കന്ററി വിഭാഗം, മലപ്പുറം.

പകർപ്പ് :

- മാനേജർ, മുണ്ടൂർ ഹയർ സെക്കന്ററി സ്കൂൾ മുണ്ടൂർ, പാലക്കാട്
- പ്രിൻസിപ്പൽ, മുണ്ടൂർ ഹയർ സെക്കന്ററി സ്കൂൾ മുണ്ടൂർ, പാലക്കാട്
- ശ്രീമതി. സുധീഷ പി.എസ്. (പ്രിൻസിപ്പൽ മുഖാന്തിരം)
- ബന്ധപ്പെട്ട ട്രഷറി ഓഫീസർ.
- ഹയൽ കോപ്പി.



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CHITTUR

Date: 20/10/2022

Name: SUJITH N

Address: DARSANA HOUSE
ARIYAKODE,
KUNISSERY P.O

Offer of Employment

Dear SUJITH N

We are pleased to offer you the position of **Associate Software Developer in Test** at SOTI KOCHI-Kerala. This is a permanent position with a three (3) **months probationary period** and is subject to a satisfactory background verification, references and acceptance of terms and conditions as stipulated in the employment contract.

You shall join us on or before **10th July 2023**. A formal employment contract detailing the employment terms and conditions will be issued to you on completion of joining formalities. On the first day of joining, you are requested to produce the following documents in original along with a copy of each:

1. Educational Certificates
2. PAN Card copy
3. Aadhar Card
4. Passport copy
5. Latest passport size colored photo - 2

As a confirmation of your acceptance, please sign a copy of this offer and email it to us.

We look forward to having you on board soon.

Regards,

For SOTI India Private Limited



George Oommen
Senior Manager - People & Culture



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CHITTUR

Salary Annexure

Employee Name	SUJITH N	
Date of Offer	20/10/2022	
Business Title	Associate Software Developer in Test	
Fixed Pay		
Components	Annual	Paid Monthly
Basic Salary	300,000	25,000
House Rent Allowance	120,000	10,000
Leave Travel Allowance	40,000	3,333
Meal Vouchers	26,400	2,200
Books and Periodicals	30,000	2,500
Fuel & Car Maintenance	21,600	1,800
Driver Salary	10,800	900
Gift Vouchers	5,000	417
Professional Pursuits/Training	30,000	2,500
Mobile and Internet Allowance	30,000	2,500
Special Allowance	100,200	8,350
Provident Fund (Employer)	36,000	3,000
Cost to the Company	750,000	62,500
Gratuity	Payable as per Gratuity Act 1972	
- Income tax is not calculated		
- Employees' contribution towards PF will be deducted from the gross salary		
- Medical Insurance premium is co-paid and employee share will be deducted once a year from the gross salary. The premium amount may vary yearly subject to changes in company policy.		

For SOTI India Private Limited



George Oommen
Senior Manager - People & Culture




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CHITTUR

1 ADDITIONAL COMPENSATION

Depending on the nature of your employment, you may be eligible to receive additional compensation in the following way:

- a) *Discretionary Reward*: By way of a discretionary performance based reward, subject to the achievement of financial objectives established by SOTI's Finance Department. You understand and agree that the amount of the reward, if any, and its payment on the part of SOTI, is entirely discretionary and is based on a recommendation by your manager and the formal approval by the senior leadership team of SOTI. There is no guarantee of any reward of any amount in any particular year. Under no circumstances should any reward be considered part of your wages or other regular employment compensation. Reward eligibility is not considered to have been earned until such time as it is paid out. You must be actively employed by SOTI at the time of payout in order to qualify for the payout.

2 BENEFITS

Upon joining SOTI, you will be eligible for the following entitlements and benefits:

- a) *Leaves*:
 - *Earned leaves* : 15 days in a calendar year
 - *Sick leaves* : 7 days in a calendar year
 - *Casual leaves* : 7 days in a calendar year
- b) *Group Medclaim Insurance Coverage* : Employee & Spouse along with 2 dependent kids and parents/parents in-law covered from day 1 of joining.
- c) *Personal Accident Coverage* : Employee covered from day 1 of joining
- d) *Term Life Insurance Coverage* : Employee covered from day 1 of joining

I confirm acceptance to the above offer and am available to take-up this employment on the _____.

Employee Name: _____

Employee Signature: _____

Acceptance Date: _____

For SOTI India Private Limited



George Oommen
Senior Manager - People & Culture



PRINCIPAL
GOVT. COLLEGE
CHITTUR

Ph : 04923-224265

K.V.M.U.P. SCHOOL

POLPULLY, PALAKKAD, PIN - 678 552.

Date: 13.02.2023

TO WHOMSOEVER CONCERN

Miss Sukanya N (D/O Narayanan R , Chittur) working in K V M U P SCHOOL POLPULLY as a temporary teacher from 14.02.2022 onwards. She is doing her duties very diligently .



Joyamma V.F
13/2/2023
Headmistress
K.V.M.U.P.S. Polpully
Palakkad-678 552



PRINCIPAL
GOVT. COLLEGE
CHITTUR

कैन्टीन स्मार्ट कार्ड (300)

Serving

भारतीय थलसेना

LIQUOR CARD

LA06022494374000000



SWR
SUMITH S

18/05/2000

Personalised On: 02/02/2024



Sumith
Holder's Signature

ISSUING AUTHORITY: IHQ of Mod(Army)



Raj

PRINCIPAL
GOVT. COLLEGE
CHITTUR