

## Kenpath Technologies Pvt. Ltd

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### Appointment Letter

To,

Mr. Amithesh V N,  
Sri Gupta Nivas, Beside Post office, T B Road,  
Kuppam, Andhra Pradesh – 517425

Dear Mr. Amithesh,

**Sub: Appointment to the position of Junior Data Scientist**

We are pleased to inform that you have been appointed as the Junior Software Engineer and will report to duty on 4<sup>th</sup> Nov 2024 subject to the following terms and conditions.

#### JOB ROLES AND RESPONSIBILITIES

You shall be responsible for the performance of the functions expected and any other additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use best of your efforts to support, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

#### COMPENSATION STRUCTURE:

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

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Kenpath Technologies Pvt. Ltd

Regd. office: A 107, Lotus Palace, Kasavanahalli, Off Sarjapur road, Bengaluru, Karnataka-35  
e-mail: [info@kenpath.io](mailto:info@kenpath.io) | website: [www.kenpath.io](http://www.kenpath.io)

Reference #: ZCSPL/2458

Date: November 28, 2024

**Mr. Ashwin Indrajith**

**Subject: Appointment Letter for the Post of Cloud Network Engineer – L1**

Dear Mr. Ashwin,

Further to your acceptance of the offer letter, we are pleased to appoint you as **“Cloud Network Engineer – L1”**

Bangalore based at our India office address.

### **Effective date of appointment**

Your appointment with the company commences with effect from **November 04, 2024**.

### **Salary**

You shall receive a Gross CTC including all benefits of INR **355,267/- (INR Three lakhs fifty-five thousand two hundred sixty-seven Only)** per annum. The details of the emoluments payable to you are as per enclosed Annexure.

The company retains the right to re – structure the components of your emoluments, while protecting the gross emolument value, as per the prevalent policies / change in policies as adopted by the company from time to time.

### **Governing Rules**

During your employment with the company, you shall be governed by the service rules, regulations and policy guidelines of the company in force or as introduced or amended from time to time. Any/all disputes subject to Jurisdiction of Delhi courts only.

### **Notice Period**

The notice period for cessation of service will be 30 days from either side (Employer or Employee) up to 6 months of employment period, or 60 days from either side for employment more than 6 months, or as per the current prevailing policy.

### **Termination**

Your employment with company is liable to be terminated immediately, notwithstanding any other condition mentioned in this appointment letter, in the following cases:

- i. If the information supplied by you at the time of interview or given in the application form is found to be incorrect.
- ii. If found guilty of communicating or passing any information in any form related to any aspect of the company to any one not employed by the company.
- iii. If found guilty of having disclosed any information regarding your remuneration to anyone in the company or work premises, other than your direct supervisor.

- iv. If found guilty of moral turpitude or dishonesty while dealing with company's money, material or documents.
- v. If found guilty of deliberately withholding information about your physical and mental fitness, that may lead to loss of your ability to discharge your duties for your company in your designated role and responsibilities.
- vi. If you are found engaging yourself in any other gainful commercial employment, business or activity, part time or full time, directly or indirectly or simultaneously as long as employed with the company, except with prior permission of the management.
- vii. If you remain absent from work for more than 3 consecutive days without intimation or valid reasons communicated to office.

These terms of termination are in addition or conjunction with the other terms as mentioned in the employee handbook containing the policy guidelines, rules and regulations of Zones Corporate Solutions Pvt. Ltd. Company policies, rules and regulations can be altered anytime at the sole discretion of the management as a result of changing business scenarios.

You are supposed to carefully read the employee hand book with in first here days of your joining and keep yourself updated with the changes in the policies time to time. The hand book is available on the shared drive in soft copy and with the HR, India Operations in hard copy.

### **Transfer**

During your employment with the company, you will be liable to be transferred to any of the offices/ divisions/ departments/ units etc. of the company, whether existing or to be set up in the same town or anywhere in India or abroad, on the same terms and conditions of the employment at the sole discretion of the management.

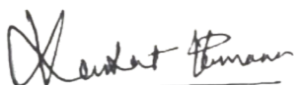
### **General**

You are expected to devote whole time and attention to your duties to promote the interests of the company and you shall undertake herewith not to divulge or utilize any information which may become known to you in the course of your duties concerning the company's trade secrets or affairs.

We expect our employees to be highly efficient in their time management and Accurate in work content. That is the reason we call them '*specialists*'.

Kindly return the Duplicate copy of this letter of Offer duly signed, in token of having accepted the terms and your inclination to join on the said date.

For Zones Corporate Solutions Pvt. Ltd.



Venkat Ramana  
Director – Human Resources

I accept.

**Ashwin Indrajith**

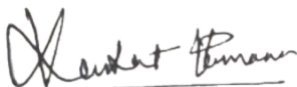
Ashwin Indrajith (Nov 28, 2024 19:25 GMT+5.5)

Ashwin Indrajith

ANNEXURE		
Name	Ashwin Indrajith	
Designation	Cloud NetworkEngineer-L1	
Department	Managed Services	
Location	Bangalore	
Particulars	Monthly Components IN INR	Yearly Components IN INR
Part A - Salary		
BASIC	15,500	186,000
HRA	6200	74,400
Special	300	3,600
<b>TOTAL Fixed Annual emoluments</b>	<b>22,000</b>	<b>264,000</b>
Performance Variable*	5,000	60,000
<b>TOTAL Annual emoluments (A)</b>	<b>27,000</b>	<b>324,000</b>
Part B		
Employer's Contribution to PF	1,860	22,320
Gratuity		8,947
<b>TOTAL Annual emoluments (B)</b>		<b>31,267</b>
Cost to Company (A+B)		<b>355,267</b>
BENEFITS**		
Health & Personal Accidental Insurance		11,000
Night Shift Allowances (Subject to working on shifts) <b>Log in time after 4.00 PM.</b>	6,000	72,000
Transport Reimbursement / Cab - pickup and drop facility, while operating from office only and the distance from the house to workplace should be within 30 KM radius.	5,000	60,000
Meals in the office cafeteria (Only if working from Office)		32,500
<p>*Variable component is a performance linked component and is payable monthly along with the monthly salary. This is the maximum amount and it will be paid to you basis your Performance Rating. All variables are paid in accordance with Company's variable pay-out procedures and are subject to applicable taxes. You must be a full-time employee of Company at the time the Performance Bonus would be disbursed to be eligible to receive the Variable payment. You will be eligible for the bonus only once you are on Production and in the event of an employee resigning from the services within such period the payment for that period shall not be claimable by the employee.</p>		
<p>Group Health Insurance floater cover for you, your spouse &amp; first two dependent Children for a cover value of INR 300,000/-            Group Personal Accident Assurance for you for a cover value of INR 1,000,000/- covering disability (partial, temporary or permanent) / death arising due to an accident at any time during active employment with the company.            Group Term Life Insurance for you for a cover value of 3 times of the CTC (Cost to Company)</p>		

**\*LTA is paid on a prorated basis every month subject to your furnishing the required documentation as required within the financial year to claim exemption as per rules.**

**for ZONES CORPORATE SOLUTIONS PVT LTD**



**Venkat Ramana**  
**Director – Human Resources**



## New Hire Induction - 10th May 2024

2 messages

S, Venkatesh <Venkatesh.S6017126@alorica.com>  
Cc: TA Bangalore <TABangalore@alorica.com>, GHRSSIndia <GHRSSIndia@alorica.com>

Thu, May 9, 2024 at 11:38 PM



Welcome to Alorica: Your Onboarding Journey Begins!

Hello,

Welcome to the Alorica clan! We're thrilled to have you on our team, and we can't wait to embark on this exciting journey together. Your first day with us is on **10<sup>th</sup> May 2024**, and we request you to join us by 09:00 AM. Our day will kick off with an engaging induction program and essential joining formalities. Be sure to clear your schedule for the day, as we have activities running until 7:00 p.m. This will be an eventful experience you won't want to miss!

**Address:**

Alorica India Private Ltd  
Block 12, 10th Floor,  
Pritech park, RMZ Ecospace  
Bellandur, Bengaluru – 560103  
**Mobile No.** +91 9611536560



If you need assistance or have any inquiries, feel free to reach out to us at +91 9611536560.

To ensure a smooth onboarding process, please bring the following original and photocopies of these essential documents:

1. Copy of Educational Certificates (10, 10+2, Graduation, Post-Graduation, Course Certifications, if applicable).
2. Pay Slips for the last 3 months from your previous employer or last 3 months' bank statements.
3. Resignation letters or Relieving letters from all previous employers, either in the original physical letter or received through previous employers' official email IDs.
4. Proof of identity: Please provide 3 copies each of the following:
  - a. PAN Card
  - b. Aadhaar Card
  - c. Valid Passport and Work Permit Documents (For international employees)

5. 3 passport-size photographs with a white background.
6. Universal Account Number (UAN), if already available.
7. PF account number, if already available.
8. Insured Person (IP) Number (if you fall under the ESI scheme).
9. Provide a canceled cheque or bank passbook copy from HDFC or ICICI bank. We only accept accounts from these banks. If needed, we can help you open one on the onboarding day.

**We request you to reach the venue on time with all the required documents. Candidates with incomplete documents will strictly not be onboarded.**

**We can't wait to embark on this insanely great journey with you!**

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**Regards,**

**Venkatesh S**

**Talent Acquisition Supervisor – India** | Alorica | Pritech Tech Park , Bangalore, Karnataka, India | +91 9886204865| [alorica.com](http://alorica.com)  
|[Venkatesh.S6017126@alorica.com](mailto:Venkatesh.S6017126@alorica.com)



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**Bharath kumar M** <bharathncj5@gmail.com>  
Draft To: S, Venkatesh <Venkatesh.S6017126@alorica.com>

Mon, May 13, 2024 at 6:22 PM

Hello sir.

I am extremely sorry. Has i have received joining letter on May 09 2024 from alorica and it was my honour to get in the company and to learn but I am unable to join and work in company due to some family issues which happened too bad for me so I can't work now.If i had a good fortune i would work in alorica company in the future..

Your sincerely  
Bharath Kumar M.

On Thu, May 9, 2024, 11:38 PM S, Venkatesh <[Venkatesh.S6017126@alorica.com](mailto:Venkatesh.S6017126@alorica.com)> wrote:

## Welcome to Alorica: Your Onboarding Journey Begins!

**Hello,**

Welcome to the Alorica clan! We're thrilled to have you on our team, and we can't wait to embark on this exciting journey together. Your first day with us is on **10<sup>th</sup> May 2024**, and we request you to join us by 09:00 AM. Our day will kick off with an engaging induction program and essential joining formalities. Be sure to clear your schedule for the day, as we have activities running until 7:00 p.m. This will be an eventful experience you won't want to miss!

**Address:**

Alorica India Private Ltd

Block 12, 10th Floor,

Pritech park, RMZ Ecospace

Bellandur, Bengaluru – 560103

**Mobile No.** +91 9611536560



**To ensure a smooth onboarding process, please bring the following original and photocopies of these essential documents:**

1. Copy of Educational Certificates (10, 10+2, Graduation, Post-Graduation, Course Certifications, if applicable).
2. Pay Slips for the last 3 months from your previous employer or last 3 months' bank statements.
3. Resignation letters or Relieving letters from all previous employers, either in the original physical letter or received through previous employers' official email IDs.
4. Proof of identity: Please provide 3 copies each of the following:
  - a. PAN Card
  - b. Aadhaar Card
  - c. Valid Passport and Work Permit Documents (For international employees)
5. 3 passport-size photographs with a white background.
6. Universal Account Number (UAN), if already available.
7. PF account number, if already available.
8. Insured Person (IP) Number (if you fall under the ESI scheme).
9. Provide a canceled cheque or bank passbook copy from HDFC or ICICI bank. We only accept accounts from these banks. If needed, we can help you open one on the onboarding day.

**We request you to reach the venue on time with all the required documents. Candidates with incomplete documents will strictly not be onboarded.**

**We can't wait to embark on this insanely great journey with you!**

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**Regards,**

**Venkatesh S**

**Talent Acquisition Supervisor – India** | Alorica | Pritech Tech Park , Bangalore, Karnataka, India | +91 9886204865| [alorica.com](http://alorica.com)  
| [Venkatesh.S6017126@alorica.com](mailto:Venkatesh.S6017126@alorica.com)



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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234999204/Bangalore**  
**Date: 19/04/2024**

Ms. Dhisha R Jain  
147 Sammeda Bhcs Layout 4th Stage 12th Cross 1st B MainLakkegowdanagar, Uttarahalli-Kengeri Main  
Uttarahalli,  
Bangalore-560061,  
Karnataka.  
Tel# -

Dear Dhisha R Jain,

**Sub: Letter of Offer**

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

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

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

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

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

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

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

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TCSL/DT20234999204

1



## **BOUQUET OF BENEFITS (BoB)**

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

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

### **1. House Rent Allowance (HRA)**

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

### **2. Leave Travel Allowance**

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

### **3. Personal Allowance**

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

### **4. Food Card**

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

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

### **2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

### **Maternity Leave**

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

### **Loans**

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

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

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

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TCSL/DT20234999204

3

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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

### **Professional Memberships**

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

### **RETIRALS**

#### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

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

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## **2. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

## **3. Working Hours**

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

## **4. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

## **5. Compensation Structure / Salary components**

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

## **6. Increments and Promotions**

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



Compensation and Promotion policy.

## **7. Alternative Occupation / Employment**

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

## **8. Confidentiality Agreement**

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

## **9. Work in SBWS mode**

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

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

## **10. Service Agreement**

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



## **11. Overseas International Assignment Agreement**

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

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

## **12. Terms and Conditions**

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

## **13. TATA Code of Conduct**

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

## **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

## 16. Pre-employment Medical Certificate

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

## 17. Employment of Non Indian Citizens

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

## 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## 19. Submission of Documents

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





documents)

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

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

The original documents will be returned to you after verification.

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

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



## 20. TCS Xperience Program

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

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

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

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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

## 24. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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

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



### **Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head, Talent Acquisition & Academic Interface**



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

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Dhisha R Jain</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

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

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

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

\*\*\* For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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



## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>



## **Confidentiality and IP Terms and Conditions**

### **1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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





#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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



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

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

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

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

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

## **8. Restriction on Associate's Rights**

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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



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

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

Date: **08-10-2024**

**Divya K**

**Hoaskerhalli, BANGALORE-560085, Karnataka, INDIA**

### **LETTER OF EMPLOYMENT**

Dear **Divya K**,

Thank you for exploring career opportunities with us. You have successfully completed our selection process. We are pleased to appoint you as **Recruitment - Consultant** with effect from **09/10/2024** with **Quess Staffing Solutions**.

This letter of employment is valid and open for acceptance for a period of 3 days from the date of issue.

This appointment is subject to the terms and conditions outlined below. The comprehensive terms of employment and policies are detailed and are available on our Internet/Employee Portal.

#### **1. DUTIES AND RESPONSIBILITIES**

- 1.1. You will be responsible for efficient, satisfactory and economical discharge of duties that will be assigned to you from time to time.
- 1.2. Your place of work will be at **Quess Tower - Sky Walk Avenue - Bangalore**, however, your services are liable to be transferred to any of our other divisions/locations within India or abroad based on job requirements.
- 1.3. You shall be employed as a full-time employee and cannot undertake any other direct/indirect business or work, honorary or remuneratory work of a public office on payment or otherwise except with the prior written permission of the Management in each case.
- 1.4. You shall devote your entire time to the faithful and diligent performance of your duties. You will not engage either directly or indirectly in any activity that competes with the interests of the Company or conflicts with your duties towards the Company.

#### **2. PROBATION PERIOD**

- 2.1. You will be on probation for a minimum period of Six (6) months. Your probation date may be reduced or extended on the basis of your performance.
- 2.2. Your employment will be deemed confirmed automatically on completion of this probation period unless otherwise informed by the HR department in writing within 30 days of completion of the probation period.
- 2.3. During the probationary period and any extension thereof, your services may be terminated from either side upon following of the notice period specified from time to time by the Company in its policies available in the Intranet//Employee Portal or through any communication from the HR department in this regard or by giving basic salary in lieu thereof.
- 2.4. Upon confirmation of your employment, the services can be terminated from either side by following the notice period specified from time to time by the Company in its policies available in the Intranet//Employee Portal or through any communication from the HR department in this regard or by giving basic salary in lieu thereof. You will be governed by all terms and conditions of service applicable to employees of the Company that are currently operational. The Company reserves the right to modify the terms and conditions of employment as and when required and you shall be deemed to have accepted such terms and conditions if you continue your employment with the Company. You are advised to regularly check the

Quess Corp Limited

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore – 560103, Karnataka, India

Tel: 080 - 6105 6001/ 080 - 6888 1000 | connect@quesscorp.com | CIN No L74140KA2007PLC043909

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

Confidential

Company's Intranet/Employee Portal for any amendments to it.

### 3. APPLICABILITY OF SPECIFIC LABOUR LAW PROVISIONS

The employee will be classified as worker or non-worker having regard to the designation of the employee by virtue of nature of duties and responsibilities assigned, employee's engagement in managerial, administrative and/or supervisory capacity, and drawing wages beyond the prescribed limit and such other criteria as may be prescribed and notified by the competent authorities from time to time.

### 4. HOURS OF WORK

- 4.1 The employee is expected to work 8 hours per day (48 hours per week) in 6 days working week and 9 hours per day in 5 days working week with one hour of break for lunch. The Employee understands that there will be times when the working hours of the Employee may need to be flexible, within the allowed spread-over limit as applicable from time to time. In such case, no additional compensation will be paid to the Employee by the Company.
- 4.2 Notwithstanding the Employee's normal duties, subject to the exigencies of work that may require the Employee to travel and work from elsewhere in India or outside India on behalf of the Company and to work in flexible working hours required by the nature of work for the business of the Company. The Employee agrees to accept such reasonable travel and flexible hours of work without any additional remuneration / compensation.
- 4.3 You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted. The hours of work of the company can be changed from time to time in compliance of applicable labour laws and having regard to the business exigencies and work requirements.

### 5. REMUNERATION

- 5.1 Your remuneration with effect from the date of your joining is Rs **2,52,000** /- per annum (Total Fixed Compensation/CTC). The remuneration components shall be as per the prescribed limits. The company will provide you the applicable allowances and statutory benefits under the applicable laws within the prescribed limit of the total remuneration (except statutorily excluded components). The details of the same are set out in Annexure-I.
- 5.2 The Employee's remuneration may be reviewed annually by the Company, provided however that the remuneration may be modified from time to time by the Company at its sole discretion.
- 5.3 In addition to the fixed salary mentioned above, the Employee may be entitled to variable pay/commission ("Incentive Pay") subject to the organization, business and/or individual performance or any incentive program/policies that may be in place and Employee achieving sales /KPI targets, Key Performance Indicators ("KPI") outlined by the Company from time to time. Incentive Pay is contingent on pre-agreed performance criteria as agreed with the Employee's Reporting Manager in line with the Company's business plan at the beginning of each variable pay period. The frequency of this Variable Pay may be Annual (end of each financial year), Bi-Annual, Quarterly or monthly according to business requirements/mutual-agreed terms and conditions subject to the condition that Employee should be on the rolls of the organization on the date of the payout to receive the same and subject to the achievement of such specified targets.
- 5.4 The payment of any such variable pay, commission, and/or incentive (whether in cash or in another form) shall be subject to achieving the targets and/or specified performance criteria and/or the company's performance which shall be at the absolute discretion of the Company, and the Employee shall not have any right whatsoever to have any claim thereof, either in law or equity, even if such payment was made repeatedly in the past and without any explicit reservation as to its voluntary and discretionary nature. The Company reserves the right to

withhold any incentive pay or withdraw any such payment at any time at its sole discretion without giving any reason thereof.

- 5.5 Income Tax provisions, Profession Tax, and its applicability on remuneration would be borne by you. The Company shall however be responsible for withholding taxes on your behalf as per the prevailing provisions.
- 5.6 You will not be entitled to any other remuneration/benefits/amenities other than what is explicitly stated to you in your Appointment Letter. Further, if at a future date, the Company introduces any new remuneration/facilities, makes modifications, or restructures the emolument structure in compliance with the applicable labour laws, the present remuneration structure will also be suitably modified/amended. The reasonable and necessary professional expenses for travel and lodging incurred by the Employee in furtherance of the Company's business shall be reimbursed to the Employee in accordance with the standard policies of the Company, as amended from time to time, upon presentation by the Employee of documentary evidence acceptable to the Company. In the event you are eligible flexible flexi benefit plan, you can have the option to avail the benefit of the said flexi benefit plan.

## **6. ANNUAL LEAVE**

- 6.1 The Employee is entitled to Annual Leave in accordance with Company policy and as per applicable laws, in a calendar year with wages.
- 6.2 Apart from the Annual Leave the employee is also entitled to other leaves including sickness, maternity, and other Statutory holidays as statutorily required under applicable central /state law which will be updated in the current Employee Portal of the Company.

## **7. STATUTORY BENEFITS AND OTHER ENTITLEMENTS**

The employee will be entitled to the statutory benefits of Provident Fund, ESI, medical insurance, and gratuity on the basis of eligibility criteria. The company will deduct the employee's contribution thereof as applicable.

## **8. TERMINATION**

- 8.1 During the probationary period and any extension thereof, your services may be terminated on either side by following the notice period specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard without any payment of compensation for termination.
- 8.2 If you wish to terminate your employment, you are required to give prior written notice of such period as specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard or payment of basic salary in lieu of such specified notice period. Conversely, the Company may, at its sole and absolute discretion, waive off the specified notice period or reduce it if circumstances so warrant.
- 8.3 In case of the Company desires to terminate the employment, it may, at its sole and absolute discretion do so by giving notice of such period as specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard or basic salary in lieu of such specified notice period. Completion of serving the above-mentioned notice period does not mean automatic relief from employment. Release from the services of the Company will be done in writing only after the Company is satisfied regarding the proper handover of all documents and company assets, if any.
- 8.4 The Company may terminate your employment immediately upon summary notice, without notice or compensation if it is found that you have prima facie:

- i. Willfully disobeyed a lawful or reasonable order from the Company or the Company's Rules and Regulations applicable to you; or
- ii. Conducted yourself in any way that is inconsistent with the due and faithful discharge of your duties; or
- iii. Committed a crime involving moral turpitude (whether or not such crime was committed in connection with the Company's business) or committed any other act or omission involving theft, embezzlement, dishonesty, disloyalty or fraud with respect to the Company or any of its customers; or any kind of offenses at his/her personal capacity shall be ground of termination at the sole discretion of the Company.
- iv. Breached a fiduciary duty, were grossly negligent, or have committed willful misconduct with respect to the Company in connection with the performance of your duties; or
- v. Breached any terms and conditions of this letter or the Intranet/Employee Portal.
- vi. Committed any act or omission which would entitle the Company to terminate your employment forthwith under applicable law; or
- vii. Been found guilty of any other act of misconduct.
- viii. Your employment with the Company shall be terminated automatically if you are absent from work without the Company's written consent for a continuous period of five working days or if you exceed the number of leaves granted to you in a year without obtaining the Company's prior written consent unless your absence is due to circumstances beyond your control: Provided that the Company has the right to investigate your absence and apply fair procedures to determine if the termination is to be made effective even if such absence is due to circumstances beyond your control.

8.5 All property of, or relating to, the Company as shall have been in your possession, including Company records and all documents containing Confidential Information or Proprietary Information of the Company and any letter of authority or power of attorney issued to you, shall be surrendered by you to someone duly authorized by the Company upon the termination of your employment.

## **9. BACKGROUND VERIFICATION - PAST RECORD**

- 9.1 The Employee agrees that during the period of his/her employment under this Agreement, the Company reserves the right to verify and investigate to its satisfaction Employee's background and other details including, but not limited to, academic and professional qualifications, eligibility criteria, work experience, based on the written documents, certificates and other details submitted by the Employee at the time of executing this Agreement and at all times during his/her employment under this Agreement. This appointment and its continuation are based on the information supplied by you in your application of employment and the Employment Contract will be null and void if a material breach (in the Company's opinion) is discovered at any time
- 9.2 If any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Company without any notice or compensation.

## **10. RULES & REGULATIONS**

- 10.1 The Company has established a variety of policies and standards which form part of the Employee Handbook that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards including but not limited to Code of conduct, whistle Blower, Prevention of Sexual Harassment Policy, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of Company and that these policies do not form a part of this Agreement. You shall abide by the Rules and Regulations of the Company as



- communicated by us to you from time to time.
- 10.2 You will automatically retire from the services of the Company on the last working day of the month after completion of Fifty-eight (58) years of age on the basis of the Date of Birth furnished to the Company at the time of joining.
  - 10.3 This appointment and its continuance is subject to you being found and remaining medically (physically & mentally) fit by the Company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the Company) shall be final in this regard.
  - 10.4 In all other matters, including those not specifically covered in this letter you will be governed by the Employee Handbook in force and as may be modified from time to time.
  - 10.5 You will not enter into any commitment of dealing on behalf of the management of the Company for which you have no express written authority, nor alter or be a party to any such alterations of any principal or policy of the management of the Company or exceed the authority or discretion vested in you without the prior written sanction of the Company or those in authority over you.
  - 10.6 On termination of your employment, you will return to the Company all papers, documents, assets and other property which belong to the Company which may at that time be in your possession, relating to the business or affairs of the Company and will not retain any copies or extract there from.
  - 10.7 You will keep us informed in writing of any change in your residential address and such other matters.

## **11. NON DISCLOSURE OF INFORMATION**

- 11.1 During the continuance of your service with the Company or any extension thereof and even after the cessation of your employment with the Company by any reason whatsoever:
  - i. You shall protect and will not disclose all confidential information that may come in your possession or knowledge by virtue of your employment with the Company and shall use such information only as may be required in the normal course of your employment; and
  - ii. You shall not, except in the proper course of your employment, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for your own purpose or for any other purpose whatsoever.
  - iii. The term Confidential Information, as used in this Paragraph, shall mean any information or trade secrets, Patents, Intellectual Properties, Trade Marks, including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature which is known to the you by virtue of your employment with the Company, marketing information or otherwise, including any software, which is confidential or proprietary to the Company, its subsidiaries or affiliates, its customers, subcontractors or any other individuals or Company's having any kind of association or relationship with the Company, and/or its affiliates or subsidiaries and all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the Company.
- 11.2 Upon the cessation of your employment with the Company, or at any time upon the request of the Company, you shall return and surrender to the Company any Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came into your possession during the course of your employment with the Company and shall not retain any copy thereof in any form whatsoever.

## **12. INTELLECTUAL PROPERTY**

- 12.1 All intellectual property rights in any work or material developed by you during the course of your employment with the Company (Proprietary Information) shall be owned by the company and you shall not claim any rights over such Proprietary Information. You shall promptly and fully disclose and handover to the Company all Proprietary Information and related materials. You acknowledge that the Proprietary Information and all related materials shall forever remain as the exclusive property of the Company.
- 12.2 You shall, if required by the Company, at any time during your employment or cessation thereof, assign and transfer in favour of the Company or, at the request of the Company, in favour of any of its subsidiaries or affiliates, all intellectual property rights in the Proprietary Information and shall execute all such deeds and documents, as the Company may require, to effectually vest in the Company or its subsidiaries/affiliates as the Company may require, any and all intellectual property rights and benefits in such Proprietary Information.
- 12.3 Subject to applicable law, in addition to the foregoing assignment of all intellectual property rights in the Proprietary Information to the Company, you hereby irrevocably transfer and grant to the Company:
- i. all worldwide patents, patent applications, copyrights, mask works, trade secrets and other intellectual property rights in any Proprietary Information; and
  - ii. any and all rights "Moral Rights" (as defined below) that you may have in or with respect to any Proprietary Information. You also hereby forever waive and agree never to assert any and all Moral Rights you may have in or with respect to any Proprietary Information, even after termination of your work on behalf of the Company. "Moral Rights" mean any rights to claim authorship of any Proprietary Information, to object to or prevent the modification or alteration of any Proprietary Information, or to withdraw from circulation or control the publication or distribution of any Proprietary Information, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

## **13. CONFLICT OF INTEREST**

You shall not enter into any activities during the course of your employment which, in the opinion of the Company, constitutes a conflict of interest with your employment with the Company, unless prior permission to engage in such activity or activities has been granted in writing by the management of the Company.

## **14. NON-COMPETE**

- 14.1 You agree that so long as you are in the employment of the Company and for a period of six months thereafter, you shall not, directly or indirectly, own, manage, operate, control, enable (whether by license, sublicense, assignment or otherwise) engage or participate in or be connected or interested, whether as principal, agent, investor, director, shareholder, proprietor, partner, consultant or otherwise be interested in any corporation, limited liability Company, partnership or other entity or person that, directly or indirectly engages in any business that is in competition with the business of the Company.
- 14.2 The company may agree in writing with some specific employees, for restraint of competing with the business of the company and/or its subsidiaries for specific period of time after discontinuation of employment relationship by paying non-compete allowance to such employees in the interest of the business of the Company.

## **15. NO HIRE OF EMPLOYEES**

During the period commencing on the date you join the Company and until six (6) months after

cessation of your employment with the Company, for any reason what so ever, you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, solicit any employee of the Company or any subsidiary of the Company to leave his or her employment, induce or attempt to induce any such employee to terminate or breach his or her employment agreement, if any, or hire any employee or former employee of the Company or any subsidiary of the Company.

## **16. NON SOLICITATION OF CUSTOMERS**

During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, shall not, directly or indirectly, solicit, cause in any part or knowingly encourage any current or future customer of the Company or any subsidiary of the Company engaged in the business of the Company to cease doing business in whole or in part with Company or any subsidiary of the Company, with respect to the business.

## **17. GRIEVANCE REDRESSAL COMMITTEE**

The Company has constituted a Grievance Redressal Committee ("GRC") which is incorporated in the Policy of the Company for the employees and also those workers which are covered within the ambit of Industrial Relations Code. Any grievance of the employees/workers will be addressed for resolution by the GRC within 30 days of submission of application. However, the said committee can also be approached by all other employees in case any grievances needs to be addressed.

## **18. ADHERENCE TO THE APPLICABLE STANDING ORDERS AND SEBI GUIDELINES**

The Employee agrees to adhere the applicable Standing Orders and SEBI guidelines for the select category of the employees having regard to their positions and nature of work. Any breach thereof will lead to disciplinary action as per the policy of the Company and/or under the process of laws as may be advised having regard to the severity of such violation.

## **19. JURISDICTION**

Any dispute arising out of your employment will be governed by and construed in accordance with the laws of India and the courts at Delhi shall have the jurisdiction to decide any disputes that may arise hereunder.

## **20. SEVERABILITY**

In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law.

## **21. Miscellaneous**

- 21.1 This Letter of Appointment constitutes the entire agreement between the Company and Employee and revokes and supersedes all previous agreements, whether written, oral or implied, between the Parties, if any, concerning the matters covered herein. The terms and condition of this Letter of Appointment shall not be changed or modified except by written

advance notice of 21 days by the company for any material amendments duly agreed between the The Company and the Employee. Any minor revision which have not any material change in terms and conditions or under the applicable labour codes, shall not be treated as change in these terms and conditions. Any other matter not provided for in this Letter of Appointment shall be governed by the applicable laws of India.

- 21.2 The failure on part of any of the Party to enforce at any time or for any period of time any provision hereof shall not be construed to be a waiver of any provision or of the right therefore to enforce any or each and every provision of this Letter of Appointment.
- 21.3 The Employee shall keep the terms of this Letter of Appointment strictly confidential and shall not disclose the contents hereof to any person, save and except as required by law.
- 21.4 The Company and the Employee acknowledge and agree that this Agreement accurately describes the relationship that the Employee is willing to enter into with the Company. The Company and the Employee further agree that this Letter of Appointment is fair and reasonable.

**Please maintain strict confidentiality of the terms and conditions of your employment. The Company takes a very serious view of such disclosures and you will be liable for disciplinary action in case of breach of this condition of service.**

We take this opportunity to wish you a long and successful career with us.

**Best Regards,**

**For Quess Corp Ltd.**



**Ruchi Ahluwalia**

**Group Chief People Officer (CPO)**

Kindly note that by accepting this letter of employment you hereby state your acceptance of the above terms and conditions mentioned herein.

Signature

Name: Divya K

Date :

**Compensation Break up w.e.f 09/10/2024**

Name	Divya K
Designation	Recruitment - Consultant
Level	L7
Business	Quess Staffing Solutions
Vertical	Special Projects
Location	Quess Tower - Sky Walk Avenue - Bangalore

A - Fixed Compensation	Monthly	Annual
Basic	15,584	1,87,008
HRA	1,712	20,544
Statutory Bonus	1,299	15,588
Special Allowance	0	0
<b>Gross Salary</b>	<b>18,595</b>	<b>2,23,140</b>

B - Retiral Benefits		
Employers Contribution - PF *	1,800	21,600
Employers Contribution - ESI	605	7,260
<b>Sub Total</b>	<b>2,405</b>	<b>28,860</b>

C - Flexi -Benefits(Fixed)		
Flexi Benefit	0	0
Flexi Benefit-Total	0	0
<b>Total Fixed Compensation/CTC (A+B+C)</b>	<b>21,000</b>	<b>2,52,000</b>

D - Variable		
Target Variable Compensation**		0
Business Incentive		0
<b>On Target compensation (A+B+C+D)</b>		<b>2,52,000</b>

Your overall Total Compensation is (Two Lakh Fifty Two Thousand) Rupees only, Fixed (Two Lakh Fifty Two Thousand) Rupees only and Business incentive (Zero) Rupees only

\*\* Target variable compensation would be based on actual performance and prevailing company policy. To be eligible the employee must complete minimum of 6 months in the organization. You may be eligible for an incentive pay/performance-based variable pays ("Variable pay") subject to organization, business, and/or individual performance or any incentive program/policies that may be in place. The frequency of this Variable pay may be annual (end of each financial year), Bi-Annual, or Quarterly according to the business requirements/mutually pre-agreed terms and conditions. If you are not covered under a business role-specific incentive plan, you will be covered under a 'Quarterly Variable Pay Plan' (Policy details are available on the employee portal). Please note that it is mandatory that you should be on the rolls of the organization on the date of the pay out to receive the same. The Company reserves its right to change your variable pay percentage at its sole discretion and the Employee shall not have any right whatsoever to have any claim, either in law or equity, in respect of without any explicit reservation as to its voluntary nature.

\*\* Flexi Benefit Plans are flexible. This list implies the maximum amount that can be taken from each component along with the total amount allocated to each component under Flexi Benefit Plan. If you choose the 'Flexi Benefit Plan' as a taxable component, it will be taxed accordingly and paid to you in the same month as Additional Special Allowance.

**For Quess Corp Ltd.**



**Ruchi Ahluwalia**  
**Group Chief People Officer (CPO)**

Quess Corp Limited

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore – 560103, Karnataka, India

Tel: 080 - 6105 6001/ 080 - 6888 1000 | connect@quesscorp.com | CIN No L74140KA2007PLC043909

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

Confidential

## NON-DISCLOSURE AND NON-COMPETE AGREEMENT

This Non-Disclosure and Non-Compete Agreement ("**Agreement**") dated this 09/10/2024 , by and between:

1. Quess Corp Limited, a company registered under the Companies Act, 1956 with CIN: L74140KA2007PLC043909 and having its registered office at **3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru - 560 103 INDIA** (hereinafter referred to as "**Company**" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors, assigns and Affiliates); and
2. Divya K, being son/daughter of Mr. S Kandaswamy , aged about 21, bearing Permanent Account Number KXMPK4056F, residing at Hoaskerhalli, BANGALORE-560085, Karnataka, INDIA (hereinafter referred to as "**Employee**").

Company and the Employee are herein individually referred to as the "**Party**" and collectively as "**Parties**".

### WHEREAS

- A. The Employee has been employed by the Company and as part of performance of his/her services, the Employee is privy to the Confidential Information (defined later) of Quess (defined later).
- B. In consideration of the employment of the Employee with the Company, the Employee hereby agrees to the terms set forth in this Agreement in respect of Confidential Information and in respect of non-compete obligations.

### IT IS AGREED

#### 1. Definitions

"**Affiliate**" shall mean any person who directly or indirectly controls that Party or any person who is under the control of that Party or any other person who is under the common control of that Party and the term "control" shall mean the direct or indirect beneficial ownership of or the right to vote, in respect of, directly or indirectly, more than 50% of the voting shares or securities of a person and/or the power to control the management or majority of the composition of the board of directors of a person and/or the power to create or direct the management or policies of a person by contract or otherwise, or any or all of the above and in case of a limited liability partnership, shall be deemed to apply to the beneficial ownership interest of the partners of such limited liability partnership;

"**Business**" shall mean any business in which the Company and/or its Affiliates may be engaged in from time to time independently or along with its strategic partners including but not limited to the business of workforce management, operating asset management and tech services.

"**Confidential Information**" includes information about the Company, its business, business partners, sub-contractors, customers, business activities or its associate companies, investee companies, Affiliate's business and/or activities of any nature or of any other person (collectively referred to as "**Quess**") (whether in writing, electronic, visual or oral form) that is proprietary and confidential which shall include but not be limited to information regarding plans for research, development, new products, strategic plans, marketing and selling, business plans, due diligence reports, acquisition plans, budget, payroll data, licenses, price and costs, prospective or current suppliers and customers, financial, business, economic, technical, operational, commercial, employment, management, planning and other information, data, material and expertise of whatever kind relating to Quess or each of the

entities/person's directors, agents, representatives, employees, officers or authorised advisors (hereinafter referred to as the "**Representatives**") which is marked or designated as confidential or proprietary or which by the nature of circumstances surrounding the disclosure, ought to be, reasonably and in good faith, treated as confidential (regardless of whether it can be registered under copyright, patent, trade mark or other intellectual property rights) and shall further include any information

provided to the Employee in relation to the services which may reasonably be deemed to be proprietary in nature such as trade secrets, inventions, mask works, concepts, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, discoveries, developments, software developed or in various stages of development, tapes, compact discs, digital video discs, mark-up languages (HTML,XML), flow charts, designs, drawings, specifications, charts, graphs, techniques and which is either directly or indirectly disclosed to or acquired by the Employee from Quess or its authorised Representatives whether on, before or after the date of countersigning this Agreement. It is clarified that the information may relate to Quess, its Affiliates, associate companies, customers and/or any other third parties, which the Employee becomes privy to pursuant to his/her employment with the Company;

"**Person**" means any natural person, limited or unlimited liability company, corporation, partnership (whether limited or unlimited), proprietorship, Hindu undivided family, trust, union, association, government or other agency or political subdivision thereof or any other entity that may be treated as a legal person under Applicable Law;

"**Restricted Period**" means:

- i. a period of 2 (Two) years with respect to the restrictions mentioned under Clause 3.2(i), 3.2(ii), 3.2(iii), 3.2(iv), 3.2(v) and 3.2(vi); (b) a period of 3 (Three) years with respect to the restrictions mentioned under Clause 4.1(i); and (c) a period of 5 (Five) years with respect to the restrictions mentioned under Clause 4.1(ii) and 4.1(iii) commencing on the date when the Employee ceases (pursuant to the termination of his/her employment with the Company, resignation or retirement) to be employed by the Company in accordance with the employment agreement, or otherwise; and
- ii. an indefinite period with respect to the restrictions mentioned under Clause 2 commencing from the date of employment of the Employee with the Company.

## 2. **Non-Disclosure and Confidentiality Obligations**

2.1. The Employee recognises and acknowledges the competitive value and confidential nature of the Confidential Information and the damage that could result to Quess if the information contained therein is disclosed to any third party and in consideration of his/her employment with the Company, the Employee hereby undertakes that during the term of his/her employment and till such time that such Confidential Information becomes public (not pursuant to breach by Employee of the terms hereof), the Employee will (i) not, without the prior written consent of the Company, disclose any Confidential Information to any third party/other employees of Quess nor use any Confidential Information for any purpose other than in connection with performance of his/her services to the Company as may be specifically permitted; (ii) take all reasonable measures to maintain the confidentiality of all Confidential Information in his/her possession or control, which will, in no event, be less than the measures used to maintain the confidentiality of his/her own information of similar importance; (iii) not use any Confidential Information in a manner detrimental to Quess; (iv) not copy or reproduce, in whole or in part, the Confidential Information without the prior written consent of the Company; (v) not store any Confidential Information in any computer/laptop including the personal computer/laptop of the Employee, other than the computer/laptop provided by the Company and (v) forthwith upon request return all the Confidential Information (including all copies thereof) and destroy all analyses, memoranda or notes derived therefrom and expunge all Confidential Information from any computer, word processor or other device into which it was copied or programmed, without retaining any copies thereof and upon request of the Company, certify in writing that the Employee has

complied with the obligations set forth in this Clause 2.1.

- 2.2. The Employee hereby assigns exclusively to the Company, all right, title and interest in and to any and all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (hereinafter referred to as the "Inventions") that the Employee solely or jointly may conceive, write, encode, develop, or reduce to practice during the period in the employment of the Company. The Employee shall make prompt and full disclosure to the Company of any inventions, and if for any reason the assignment pursuant to this Clause 2.2 is not effective, the Employee will hold all such inventions in trust for the sole benefit of the Company.
- 2.3. In the event the Employee is required by applicable law, regulation or legal process to disclose any Confidential Information, the Employee shall prior to such disclosure, promptly notify the Company in writing to seek an injunction order or other appropriate remedy and will provide reasonable assistance, as requested, to the Company in obtaining such injunction order or other appropriate remedy.
- 2.4. Upon termination of employment of the Employee with the Company, for whatsoever reason, the Employee having received Confidential Information shall, (i) cease using the Confidential Information; (ii) promptly return the Confidential Information and all copies, notes or extracts thereof to the Company; (iii) destroy all extracts, analyses, compilations, studies, summaries, reviews, notes and other materials prepared by the Employee that contain Confidential Information; and (iv) certify in writing that he/she has complied with the obligations set forth in this Clause 2.4. The Employee acknowledges that any breach of this Agreement may result in termination without notice of the Employee as set forth in his/her employment agreement with the Company.

### 3. Non-Compete

- 3.1 During the term of employment of the Employee with the Company (including the notice period):
  - i. The Employee shall not, directly or indirectly, undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person in India, other than the Company and its Affiliates;
  - ii. If the Employee desires to take up any non-executive directorship or invest in any entity which is directly or indirectly not in competition with the Business, then the Employee must seek written permission from the Company with an undertaking that the Employee will abide by all the obligations and responsibilities as listed out in this Agreement.
  - iii. In the event the Company or its Affiliates propose to enter into or acquire any business, which could be directly or indirectly in competition with the business of an entity in which the Employee acts as a non-executive director or investor (holding more than 2% equity/preference capital) upon receipt of notification from the Company, then the Employee shall undertake to resign from such entity forthwith and take steps to disinvest in such entity, in order to protect the legitimate business interests of the Company and/or its Affiliates.
  - iv. The Employee must provide the disclosures as per format given in Exhibit A (herewith attached)
    - i. upon the execution of this Agreement;
    - ii. within 15 (Fifteen) days of any change to his/her directorships/shareholding (in excess of 2% or more of equity/preference capital); and
    - iii. annually as on March 31st of the relevant financial year.
- 3.2 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Restricted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:



- i. undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person, other than the Company and/or its Affiliates, which is directly or indirectly in competition with the Business of the Company or a strategic partner of the Company;
- ii. make any investment into a competing Business in India, provided that the forgoing limitation shall not limit the Employee from owning up to 2% (Two Percent) of the outstanding equity securities of a Person whose shares are traded on any stock exchanges in India;
- iii. commence or engage in any business that competes with the Business in India;
- iv. enter into any type of partnership/joint venture in India for the purpose of pursuing a business venture that competes with the Business;
- v. substantially takeover any company in India which is involved in the Business; and
- vi. support any Person in India, either financially or in any other way, which is involved in the Business.

#### **4. Non-Solicit and Non-Disparage**

4.1 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Restricted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:

- i. solicit, divert, induce or attempt to solicit, divert or induce any existing and/or prospective customers of the Company on behalf of a business that competes with the Business;
- ii. solicit and/or attempt to solicit any strategic partner of the Company to engage in a business that competes with the Business or otherwise interfere with the business relationship of the Company with any strategic partner; and
- iii. solicit, induce or attempt to solicit or induce any employee, strategic partner, vendor or independent contractor of, or consultant to, the Company, to terminate/leave his or her employment or relationship with the Company;

4.2 During the term of the employment of the Employee with the Company (including the notice period) and at any time in future after termination of the employment of the Employee with the Company, the Employee shall not, directly or indirectly, or on behalf of any third party, disparage, or otherwise bring disrepute to the Company and/or its Affiliates or any shareholders, directors, clients, officers, employees, Company partners or Company agents.

#### **5. General Covenants**

5.1 In the event the Employee has breached any of his/her obligations under this Agreement, or that the representations and warranties made by the Employee are false or incorrect, then, notwithstanding anything contained herein, the remaining obligations of the Employee shall continue and the Company shall not, subject to applicable law, be liable to make any payment to the Employee whatsoever. Further, the Company shall be free to pursue such remedies against the Employee as may be prescribed herein or otherwise available to it under law.

5.2 The Company shall be entitled to claim damages including cost of litigation and legal consultations from the Employee in the event of non-compliance of Clauses 2, 3 and 4 of this Agreement.

#### **6. Representations and Warranties**

6.1 Each Party represents and warrants to the other Party that each of the following representations and warranties are true as of the Effective Date:

Quess Corp Limited

Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bangalore – 560103, Karnataka, India

Tel: 080 - 6105 6001/ 080 - 6888 1000 | connect@quesscorp.com | CIN No L74140KA2007PLC043909

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

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- i. This Agreement constitutes a legal, valid and binding agreement between the Parties and is enforceable within its terms;
  - ii. No Party is subject to any existing or, to its knowledge, pending or threatened litigation or other proceedings which would adversely affect its ability to perform this Agreement; and
  - iii. The Employee is not in contravention of any of the obligations set forth in this Agreement
- 6.2 The Employee represents and warrants to the Company that he is not under any obligation of a contractual or other nature to any Person, which is inconsistent or in conflict with this Agreement or which would prevent him/her from performing his/her obligations under this Agreement. Further, the Employee represents and warrants that he/she (i) has been provided with a copy of this Agreement for review prior to signing it; (ii) that he/she has reviewed the Agreement and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed the Agreement only after having had the opportunity to seek clarifications; (iv) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him; (v) he/she has executed this Agreement of his/her own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and (vi) this Agreement is in all respects reasonable and necessary to protect the legitimate business interests of the Company.

## **7. Validity**

- 7.1 In case any one or more of the provisions contained in the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision
- 7.2 The Employee hereby acknowledges and agrees that the terms and conditions under this Agreement are reasonable and fair and will not unreasonably impose limitations on the Employee. In addition, the Employee agrees and acknowledges that the potential harm to Company of the non-enforcement of Clause 2, 3 and 4 outweighs any potential harm to the Employee by this Agreement and the Company has given careful consideration to the restraints imposed upon the Employee by this Agreement, and is in full accord as to their necessity for the reasonable and proper protection of Confidential Information of the Company now existing or to be developed in the future. The Employee expressly acknowledges and agrees that each and every limitation imposed by this Agreement is reasonable with respect to subject matter, time period and geographical area.

## **8. Miscellaneous**

- 8.1 The Employee agrees and acknowledges that monetary damages would not be an adequate remedy for breach of the provisions contained herein and that the Company and/or Quess shall be entitled to equitable relief, including injunctive relief, specific performance and other equitable relief's, in the event of any threatened or actual breach of the provisions hereof and that no proof of special damages shall be necessary for the enforcement of this Agreement. Such remedies shall not be deemed to be exclusive remedies for a breach of this Agreement by the Employee, but shall be in addition to and without prejudice to all other remedies available at law or equity.
- 8.2 The terms of this Agreement shall be deemed to be incorporated in the employment agreement entered into amongst the Employee and the Company and shall be read in harmony and in addition to the terms relating to the subject matter of this Agreement in the employment agreement and with the terms as set forth in the code of conduct policy issued by the Company to the employees.

- 8.3 This Agreement is personal in nature and the Employee will not subcontract or otherwise delegate the obligations under this Agreement without the prior written consent of the Company. Neither this Agreement nor any right or interest hereunder will be assignable by the Employee.
- 8.4 Except as may be otherwise provided herein all notices, requests, waivers and other communications made pursuant to this Agreement shall be in writing and shall be conclusively deemed to have been duly served:
- i. In case of hand delivery, when hand delivered to the other Party;
  - ii. In case of registered post acknowledgement due, postage prepaid, upon receipt;
  - iii. In case of a national overnight delivery service, postage prepaid, addressed to the Parties as set forth below with next- business-day delivery guaranteed, provided that the sending Party receives a confirmation of delivery from the delivery service provider; and
  - iv. In case of e-mail, upon receipt by the sender of the return receipt delivery notification.

All such notices, requests, waivers and other communications shall be served at such address and/or e-mail address as may have been notified in writing by the Party for such purposes to the other Party in accordance with this Clause 8.4 and shall be as follows (unless otherwise notified):

**If to the Employee:**

Address: Hoaskerhalli, BANGALORE-560085, Karnataka, INDIA  
Email: divyak03042003@gmail.com  
Telephone: 91-8660323783

**If to the Company:**

Address: 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru – 560 103  
Email: [ruchi.ahluwalia@quesscorp.com](mailto:ruchi.ahluwalia@quesscorp.com)  
Attention: Ruchi Ahluwalia  
Telephone: 080 61056001

- 8.5 This Agreement shall be governed by and shall be construed in accordance with the laws of India and the courts at Bengaluru shall have exclusive jurisdiction to settle any dispute that may arise in relation to the interpretation and performance of this Agreement.
- 8.6 Any provision of this Agreement may be amended or waived if, and only if such amendment or waiver is in writing and signed, in the case of an amendment by each of the Parties, or in the case of a waiver, by the Party against whom the waiver is to be effective. No waiver by any Party of any term or condition of this Agreement, in any one or more instances, shall be deemed to be or construed as a waiver of the same or any other term or condition of this Agreement on any future occasion. All remedies, either under this Agreement or by applicable law or otherwise afforded, will be cumulative and not alternative.
- 8.7 All the expenses incurred with respect to the execution of this Agreement shall be borne by the Company.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ENTERED INTO THIS AGREEMENT  
AS ON THE EFFECTIVE DATE :

**SIGNED AND DELIVERED** by the within named **Quess Corp Ltd.**, by the hand of **Ms. Ruchi Ahluwalia**, authorized signatory.



**Ruchi Ahluwalia**  
**Group Chief People Officer (CPO)**

**Witness 1:**

**Witness 2:**

**SIGNED AND DELIVERED** by the within named **Divya K**

**Witness 1:**

**Witness 2:**

## PREVENTION OF SEXUAL HARASSMENT (POSH)

### Introduction

Quess Corp Limited (formerly IKYA Human Capital Solutions Limited) (the "Company") is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender or racial bias and sexual harassment. The Company believes that all employees of the Company have the right to be treated with dignity. The Company does not tolerate any behaviour that is detrimental to a healthy working environment.

Following the enactment of THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013 by the Government of India, Ministry of Law and Justice on 9th December 2013, sexual harassment of employees occurring in the workplace is an offence and is, therefore, punishable.

The Company will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action by conducting an enquiry as is necessary, including disciplinary action, will be taken in accordance with the relevant Service Rules and the Company Policy.

### Scope

This Policy extends to all employees of Quess Corp and its subsidiaries, as well as JVs, whether on probation or permanent, including those on deputation, contract, part-time or working as Consultants, trainees, interns, unless explicitly stated otherwise. The policy is also applicable to any vendor resource working in the company premises, including extended work place.

Sexual harassment includes any unwelcome behaviour of a sexual nature that could be reasonably expected to make someone feel offended, humiliated or intimidated.

This may include (but is not restricted to):

1. An unwelcome physical contact and advance
2. A request for sexual favours
3. Unwelcome comments about someone's sex life, physical appearance or clothes.
4. Leering and ogling
5. Sexually offensive comments, stories or jokes, obscene messages/MMS/pictures through mail/SMS or WhatsApp.
6. Displaying sexually offensive photos, pinups or calendars, reading matter, objects or on clothes
7. Sexual propositions or continued requests for dates
8. Physical contact such as touching or fondling, or unnecessary brushing up against someone
9. Indecent assault or rape (these are criminal offences).

Further, the following behaviour or acts shall also amount to Sexual Harassment Implied or explicit promise of preferential treatment in her/his employment, or Implied or explicit threat of detrimental treatment in her/his employment, or Implied or explicit threat about her/his present or future employment status, or Interference with her/his work or creating an intimidating or offensive or hostile work environment for her/him, or Humiliating treatment likely to affect her/his health or safety

### Procedure

Any employee, who feels he/she is being sexually harassed directly or indirectly, may give a written complaint of the alleged incident to any member of the Committee (table below) within (3) three

Quess Corp Limited

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months of the occurrence of the incident. This period may be increased by another (30) thirty days by the IC if the reason for such a delay is bonafide/legitimate/genuine

Complaints may be made in writing and submitted to the members of the committee. An e-mail id [speakup@quesscorp.com](mailto:speakup@quesscorp.com) has been set up for this purpose. Alternatively, employees can also reach out to the Regional SPOCs.

The IC will hold a meeting with the Complainant within (5) five days of the receipt of the written complaint. At the first meeting, the Committee members shall hear the aggrieved party and record her/his signed statements. The aggrieved party can also submit any corroborative material with documentary proof, oral or written material, etc., to substantiate his/her complaint. In the event that the aggrieved party cannot make the complaint/statement for reasons including death, poor health, or medical rest then a relative may make the complaint/statement on the behalf of the employee.

Thereafter, the person against whom the complaint is made shall be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation and his/her statement shall be recorded and signed. Thereafter IC shall within 10 (ten) days from the date of completion of the enquiry, furnish a report documenting its findings and recommendations to the employer. This report shall be shared with both the concerned parties. The IC shall ensure that the enquiry concludes within 90days from the date of filing or as modified by law thereafter.

In the event the allegations are proven then the IC recommendations to the employer shall include (but not be limited to):

Action for sexual harassment as misconduct as defined in the relevant service rules, if not then Section 509 IPC shall be applicable.

**Declaration for Prevention of Sexual Harassment(POSH):**

- I hereby declare that I have read and understood the POSH guidelines and agree that to as an employee to comply with it, as applicable at all times.
- I am also aware that failure to abide by the above policy may lead to disciplinary action as per the company's policy.

## CODE OF CONDUCT

**(Applicable to all the employees of Qess Corp and its Subsidiaries)**

**All employees of Qess Corp and its subsidiaries will abide by the following**

1. **Conflict of Interest Policy:** An employee of Qess Corp shall always act in the interest of the company, and ensure that any business or personal association which he/she may have does not involve a conflict of interest with the operations of the company and his/her role therein. Employees should avoid any activity, interest or association that conflicts with, or appears to compromise one's exercise of independent judgment in the Company's best interests.

Employees are not allowed to work for a competitor of Qess Group while working for any group company, or do any work for or provide assistance to any third party (distributor, customer or supplier) that may adversely affect one's performance or judgment on the job.

2. **Code of Conduct Policy:**

- a. Standards of Corporate Governance:

- i. Every employee is required to act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated
- ii. Employees shall share knowledge and maintain skills important and relevant to organizational needs.
- iii. Employees shall promote ethical behavior as a responsible partner among peers, and in the work environment.
- iv. Act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct, while working in the Company's premises, at offsite locations where the Company's business is being conducted, at Company sponsored business and social events or at any other place where employees are representing the Company.

- b. **Protection of Company Property:**

Every Employee of the Company is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Company's assets, including all kinds of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as inventions, copyrights, patents, trademarks and technology and intellectual property used in carrying out their responsibilities.

All Employees must use all equipment, tools, materials, supplies, and Employee time only for Company's legitimate business interests. Company's property must not be borrowed, loaned, or disposed of, except in accordance with appropriate Company's policies. All Employees must use and maintain Company's property and resources efficiently and with due care and diligence.

- c. **Confidentiality of Information:** During the continuance of service with the Company or any extension thereof and even after the cessation of employment with the Company by any reason whatsoever, employees shall protect and will not disclose, all confidential information that may come in their possession or knowledge by virtue of their employment with the Company and shall use such information only as may be required in the normal course of their employment; and shall not, except in the proper course of their duties, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for their own purpose or for any other purpose whatsoever.

- d. **Integrity of Financial information:** All employees have a responsibility to ensure that all

transactions are recorded in Company's accounts accurately and promptly and they must immediately report any known inaccuracies. Misrepresentations by Employees that result from intentional acts that may conceal or obscure the true nature of a business transaction are clear contraventions of this Policy.

- e. **Free and Fair Competition/Antitrust Policy:** As Quess Corp's business interests are spread across the world, Quess may be subject to competition laws of various jurisdictions and all employees shall comply with the same. Competition laws govern, usually quite strictly, relationships between Quess and its competitors.

As a general rule, contacts with competitors shall be limited and shall always avoid subjects such as prices or other terms and conditions of sale, clients, vendors and suppliers.

- f. **Anti-bribery and Anti-Corruption Policy:** All employees are required to comply with the Anti-Corruption laws in India and other geographies that Quess operates in. Quess Corp is firmly committed to conduct all business activities with integrity and the highest possible ethical standards. The company has zero tolerance for bribery and corruption.

Client discussion and RFP responses must be consistent with national laws, the FCPA (Foreign & Corrupt Practices Act 1977), UK Bribery Act 2010, and local bribery laws and regulations.

- g. **Gifts, Entertainment, and Other Expenses to Clients, Suppliers, or Vendors Policy:** Quess Corp's relationships with clients, suppliers, vendors, and other business partners are vital and must be transparent, objective, fair, and free from conflicts. This policy establishes processes designed to prevent such conflicts or even the appearance of such conflicts.

No gift, entertainment (including meals, receptions, social or sports events), or other expense (such as hotel, travel, and other related expenses) may be accepted or presented if it obligates or appears to obligate employees and/or their family members to the individual giving or receiving the gift, entertainment, or other accommodation.

- h. **Whistleblower Policy:** Quess Corp Limited's Code of Business Conduct and Ethics requires every director, officer and employee of Quess Corp Limited to report any violation of the Code which is known to or reasonably suspected by that individual. Directors, officers and employees must also report any other known or reasonably suspected improper conduct or incident in relation to Quess Corp Limited, including any questionable accounting, internal accounting controls or auditing matters or potential violations of the law.

## Coverage of Policy

Examples of violation would include but are not limited to:

- Abuse of Authority , Breach of Contract, Manipulation of Company data/records, Financial Irregularities, Including fraud or suspected fraud, Criminal offence, Sexual harassment, Discrimination, Damage to the Environment, Misuse of Company's Assets, Providing false information, Pilferage of confidential/propriety information, Deliberate violation of law/regulation

To report any issue of as per the whistleblower policy, please write to [alert@quesscorp.com](mailto:alert@quesscorp.com)

## Workplace Policy:

- a. **Drug and Alcohol Policy:** To ensure a safe and healthy workplace this policy is applicable to all employees of the Company. Any employee found to be under the effect of Alcohol or drugs will be liable for disciplinary action against him including instantaneous dismissal.
- b. **Anti-Smoking Policy:** Smoking is strictly prohibited in all offices of Quess Corp and its subsidiaries. This policy must be communicated to all vendors and clients when they visit offices.
- c. **Identity Card/Access Card Policy:** Identity Cards and Access Cards are exclusive to an employee and are non-transferrable.

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- d. Misconduct:** The following are considered acts of misconduct and will invite disciplinary action
- Willful insubordination or instigation
  - Theft, fraud, misappropriation or other dishonest acts. Willful damage to or loss of employer's goods or property, taking or giving bribes or any illegal gratification
  - Habitual absence without leave or absence without leave for 10 days
  - Habitual late attendance
  - Habitual breach of any law, applicable to any establishment
  - Riotous or disorderly behavior during working hours at the establishment or any subversive act, habitual negligence towards work
  - Striking work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law
  - Drunken or riotous behavior at work
  - A record of habitual absence from work. Any act of moral turpitude.
  - Use/possession of drugs
  - Consumption of alcohol
- e. Nepotism:** To ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid any situation of nepotism, all employees are required to abide by this policy.

The employment of a family member is not allowed in the following situations:

1. The employee is involved in the hiring decision concerning the family member
  2. The employee is in a supervisory, subordinate or control relationship with a family member
  3. Where the employment of a family member creates any actual, perceived or potential conflict of interest. The company will make all reasonable effort to mitigate any such potential conflict of interest by transferring one or the other of the related employees to another position.
- f. Falsification of Records:** Falsification of records with the intent to cheat, trick, steal, deceive, or lie - is both dishonest and, in most cases, criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee.

**Declaration for the Code of Conduct:**

- I hereby declare that I have read and understood the Code of Conduct guidelines and agree that to as an employee to comply with the Code of Conduct, as applicable at all times.
- I am also aware that failure to abide by the above Code of Conduct may lead to disciplinary action as per the company's policy.

**Annexure:**

**Group Medical Insurance Coverage & Group Term Life Insurance**

We are pleased to inform you that you are covered under Group Insurance Policies.

Your eligibility is based on level as per below Table:

Level	Group Medical Insurance Total Sum Insured	Parents /In-laws	Group Personal Accident Sum Insured	Group Term Life Insurance - Sum Insured	Max. Coverage Options	Employee Contribution (Self +Family) Per Annum	Per Parent Contribution
		max eligibility					Per Annum
Q3, Q2, Q1,UC	10,00,000	10,00,000	40,00,000	Twice the fixed CTC per annum / min of 10 Lacs	Self +Spouse+2 kids+	7000	7500
					2 Parents / In-laws		
L1, M2, M1	7,00,000	7,00,000	40,00,000		Self +Spouse+2 kids+	5000	5500
					2 Parents / In-laws		
L2 and L3	3,50,000	1,75,000	30,00,000		Self +Spouse+2 kids+	3000	3500
					2 Parents / In-laws		
L4 & L5	3,00,000	1,50,000	25,00,000		Self +Spouse+2 kids+	2000	3000
					2 Parents / In-laws		
L6 to L8	2,50,000	1,25,000	20,00,000		Self +Spouse+2 kids+	800	2200
					2 Parents / In-laws		
Temp	1,00,000	NA	10,00,000	Only self is covered	0	0	
NAPS	1,00,000	NA	10,00,000	Only self is covered	0	0	
Gratuity	4.81% of Basic- as per Payment of Gratuity Act				To be paid on completion of 4 years and 190 days continuous service		

\*\*All other terms and conditions of your employment are mentioned in the offer letter.



**21-Oct-2024**

**Employee Name:** Gnanaveda P

**Employee ID:** CAL/BLR/2461

**Location:** Bengaluru

**Sub: Appointment Letter**

Dear Gnanaveda,

With reference to your application and subsequent discussions/interview, we are pleased to appoint you to our Company as **Trainee- AR Caller** in the **Healthcare** department on the following terms and conditions.

**1. DATE OF JOINING**

- a. Your date of joining the Organization is with effect from **21-Oct-2024**.
- b. Your employee code is **CAL/BLR/2461** and shall be based out of **Bengaluru** Location.

**2. SALARY (ON COST TO THE COMPANY BASIS)**

Your salary on a 'cost to the company (CTC) Basis' will be as per the details herein enclosed under Annexure I.

**3. WORKING HOURS, LEAVE, AND HOLIDAYS:**

- a. You shall work by the duty timings allotted to you as required by the management as per the need from time to time.
- b. You will observe working hours as applicable to your location and place of work as mandated by the statute governing employment laws in the location of employment.
- c. You will be entitled to take leave benefits, and National and Festival holidays during your employment as per the statute governing employment laws in the location of employment.
- d. In case you are deputed to a customer at anytime during your employment, then leave and holidays, as maybe followed by the customer, will be applicable.

**4. Your service with the company can be terminated under the following conditions:**

- a. Probation: You will be on probation for a period of **6 months** from the date of your appointment with the company. If your performance is unsatisfactory your probation period may get extended. At the end of your probation period, you will be confirmed based on your performance. During the probation period, either party may terminate this agreement by giving the other party **30 days'** notice or salary in lieu thereof has been given and without assigning any reason.
- b. After confirmation either party by stating their intention to do so, in writing, may terminate this employment at any time, provided that at least **60 days'** notice or salary in lieu thereof

**Calpion Software Technologies Pvt Ltd.,**

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has been given and without assigning any reason. However, the Company will have absolute discretion to waive off the notice period. If you are in the middle of an assignment, the company may require you to complete all the assignments, as determined by the company before agreeing to your release.

- c. In case the employee is absent from work for more than 7 days without prior intimation in writing to the company, it will be considered as a voluntary abandonment of your service. This is applicable even for employees who are in the notice period.
- d. Upon failure to complete the process training/ assessment criteria/perform the given assignment within 30 days of the stated training program, your service with the company can be terminated without providing any notice
- e. The Company reserves the right to terminate your services without notice or salary in lieu thereof for reasons including but not limited to, misconduct, sexual harassment, workplace harassment, consumption of drugs, negligence of duty, disloyalty, dishonesty, misrepresentation, indiscipline, disobedience, breach of the Non-Disclosure Agreement, irregular attendance, inefficiency, poor performance, redundancy of job or any act detrimental to the interests of the Company.
- f. Termination of your employment under this subparagraph is without prejudice to the Company's right to claim the actual damages it has suffered through such breach and any other relief to which the Company may be entitled under contract, law, or equity. On termination, the Company shall not have any further liability to you other than as specifically set out in this Clause

## 5. PERFORMANCE APPRAISALS, INCREMENTS AND ANNUAL PERFORMANCE BONUS

- a. During your tenure with the company your performance shall be assessed continuously in formal/informal ways. Periodic formal performance appraisal shall be done as per the company's policy.
- b. Increment shall be based on your performance and in no case shall be automatic and/or can be claimed as a matter of right and shall be solely at the discretion of the company
- c. Employees who are active and who have the Annual Performance Bonus component as part of their salary structure are eligible for the payout based on performance and Annual Performance Bonus will be processed along with the Annual Appraisals.
- d. Employees whose employment status stands Resigned/Termination/Abscond-termination during the appraisal period are not eligible for the annual appraisals and Annual Performance Bonus.
- e. Employees who are NOT under notice period will be eligible for an Annual Performance Bonus for the appraisal cycle.

## 6. SERVICE RULE

### Calpion Software Technologies Pvt Ltd.,

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You will be covered and governed by the service rules and regulations including policies, conduct, discipline, administrative orders, and any such other rules or orders of the company that may come into force from time to time.

## 7. DUTIES AND RESPONSIBILITIES

- a. You are expected to perform all the duties that are attached to your post and any work that maybe assigned by your superiors at their discretion from time to time.
- b. You should work faithfully and diligently to the best of your ability to safeguard the interests of the company. You will maintain a high standard of punctuality, loyalty, efficiency, integrity, and secrecy.
- c. You are required to perform as per the standards/targets set by the company from time to time, which will be intimated to you.

## 8. EXCLUSIVE SERVICE

Unless the Company otherwise consents in its sole discretion, you will devote your entire resources and full and undivided attention exclusively to the business of the Company during the term of your employment with the Company and shall not accept any other employment or engagement (honorary or otherwise) that would impair your ability to render services to the Company.

## 9. CONFLICT OF INTEREST

- a. It is intended to avoid conflict between your interest as an employee, and the interest of the Company in dealing with suppliers, customers, and all other organizations or individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest arises in the future, you will promptly report the same to the management of the company.
- b. If any transaction with the Company involves conflict between your interest and the interest of the Company in dealings with suppliers, customers, and any other organization or individuals doing or seeking to do business with the Company, you are required to inform the Company in writing about the nature of such conflict of interest so that the Company could protect its right and address the transaction suitably. You are required to enter into a Non-disclosure Agreement which shall be co-extensive with this Agreement and such other Agreements as the Company may require from time to time.
- c. Employees will not be allowed to engage either during or outside working hours, in any other gainful employment, or any other forms of business activity, either personally or through the agency of another.

## 10. CONFIDENTIALITY

- a. The Company considers the protection of its confidential information and proprietary materials to be very important. All work or material developed with the company during your employment would remain the sole and exclusive propriety of the company. Any unauthorized disclosure of confidential or copyrighted materials of the company would attract stern action from the company including and not limited to termination and as

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necessary legal prosecution.

- b. You will not disclose any information which may become known to you in the normal course of your work or otherwise and which, in the opinion of the Management, is deemed to be kept confidential. Further, you shall also sign a Confidentiality Agreement including an agreement to protect the privacy and data Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), with the Company and exhibits thereto detailing your confidentiality obligation under HIPAA and privacy laws, with the Company.
- c. You shall not divulge, publish or disclose to any person whomsoever or make use whatsoever for your purposes or for any other purpose other than that of the Company, of any information, knowledge, methods, trade secrets, or any confidential information relating to the business and affairs of the Company or any of its vendors obtained by you during your employment with the Company and in case of breach of discipline/trust, your services may be terminated by the Company.
- d. All work, development, process, discovery, plan, specification, design, adaptation or improvements in procedure, or matter of copyright, made, developed, or executed by an employee either alone or jointly with another person or persons during the period of employment right from the date of appointment with the Company till the date of termination of your employment with the Company is the sole property of the Company and you do not have any right over it either during the employment or thereafter and such work is like work-for-hire developed for and on behalf of the Company and for its exclusive purposes and use. You will be required to execute and be bound by an Employment Invention Assignment Agreement which shall be co-extensive with this Agreement.
- e. Non-Disclosure agreement will be signed by you on the date of appointment and this agreement will always bind you.
- f. You shall be required to execute a separate "service agreement" in case you go through a Resource Development Program/ take up any certification program through the company during employment.

## 11. PROTECTION OF INTEREST

If you conceive or develop any new or advanced methods of improving process/formulae/ systems about the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/property of the Company

## 12. WORKS FOR AUTHORSHIP

Any work of authorship created, codes developed, and all improvements, discoveries, assignments, or inventions made or conceived by Employee, either solely or jointly with others, during employment with Calpion Software Technologies Pvt. shall be promptly reported to Calpion Software Technologies Pvt. Ltd. and shall be and remain the sole and exclusive property of Calpion Software Technologies Pvt. Ltd., without further consideration.

Employee and/or team shall support by providing all documents and papers that shall be

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executed, and all reasonable assistance shall be furnished (1) to establish in Calpion Software Technologies Pvt. Ltd. title to such work of authorship, improvements, discoveries, and inventions and (2) to enable Calpion Software Technologies Pvt. Ltd. to apply for United States and foreign patents, trademarks and any other exclusive domestic or foreign intellectual property rights thereon. Employee agrees and warrants that any deliverable or service delivered to Calpion Software Technologies Pvt. Ltd. and Calpion Software Technologies Pvt. Ltd. use of such deliverable or service will neither infringe any copyrights nor knowingly infringe any other intellectual property rights of another entity.

### **13. TRANSFER**

Your services can be transferred by the Company in such capacity as the Company may, from time to time, determine anywhere in India or abroad to any one of the Company's departments, regions, etc. as per the requirements of the Company. Such transfers will not automatically create any rights to a revision in your salary or other terms and conditions of your services.

### **14. SEPARATION**

On termination of employment and/or your resignation you will immediately give up to the Company all tools, accessories, documents, specifications, books, etc. of whatsoever nature in your custody, care or charge and obtain clearance from the relevant person(s), office(s), department(s), on the production of which alone, your dues, if any, will be settled by the Company.

### **15. RETIREMENT**

Your age of retirement from the services of the Company will be on completion of 60 (Sixty) years. However, you may be retired at any age before 60 (Sixty) years during your service in the establishment if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 60<sup>th</sup> birthday falls.

### **16. PAST RECORD**

If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

### **17. OTHER TERMS AND CONDITIONS**

Your work in the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time about your conduct, discipline, and other matters. In addition to the above, all such other rules and regulations as maybe in operation at the time of your accepting the appointment with the Company and which maybe amended or altered from time to time at the discretion of the Company will also apply to you

#### **Calpion Software Technologies Pvt Ltd.,**

CIN: U72200KA2008PTC116252

Regd. Office:#Lexington Towers, Tavarekere Main Road,Tavarekere,S.G.palya,Koramagala,Bengaluru,Karnataka-560029

Tel: +91 080-468-15-000/01

Branch Office: Hanudev Info park pvt Ltd., 'C' Block, SF No.558/2, 6<sup>th</sup> Floor, Udaiyampalayam, Nava India, Coimbatore - 641028. Tamil Nadu.

Tel: 0422 4350017 | [info@calpion.com](mailto:info@calpion.com) | [www.calpion.com](http://www.calpion.com)



## 18. FORCE MAJEURE

In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by them under this agreement, the relative obligation of the affected party by such force majeure shall be suspended for the period during which such cause lasts. The term "force majeure" as employed herein shall mean, acts of God, war, revolt, riot, fire, flood, pandemic occurrences, and acts and regulations of the Government of India or any of its authorized agencies. Upon the occurrence of such a cause and its termination, the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 7 (seven) days of the alleged beginning and ending thereof giving full particulars. If the work is suspended by force majeure conditions lasting for more than 7 days, the Company shall have the option of cancelling the contract in whole or in part thereof at its discretion. For the period of force majeure, no remuneration shall be payable if work is not being assigned or carried out by you arising out of your actions for whatsoever reason.

## 19. VALIDITY OF APPOINTMENT

This letter is valid for two (2) days from the date of this appointment letter and shall lapse automatically unless you confirm your acceptance of it by signing the duplicate in the appropriate place and returning it to the undersigned.

## 20. GOVERNING LAWS AND DISPUTE RESOLUTION:

Your appointment would be governed by the laws of India and dispute, if any shall be settled subject to the jurisdiction of the courts in Bangalore, India.

YOU HAVE READ AND UNDERSTAND THESE PROVISIONS, WHICH DISCUSS YOUR EMPLOYMENT. YOU UNDERSTAND THAT BY SIGNING THIS EMPLOYMENT LETTER, YOU AGREE TO SUBMIT ANY FUTURE CLAIMS ARISING OUT OF, RELATING TO, OR IN CONNECTION WITH THIS EMPLOYMENT LETTER, OR THE INTERPRETATION, VALIDITY, CONSTRUCTION, PERFORMANCE, BREACH, OR TERMINATION THEREOF TO THE BINDING EXTENT PERMITTED BY LAW.

You acknowledge that you have had enough time to and have carefully read and fully understand all the provisions of this letter and are knowingly and voluntarily entering this letter.

To indicate your acceptance of the Company's offer of appointment, please sign and date this letter in the space provided below and return it to us.

Hereby I also agree that all my submitted credentials could be verified by the company or its authorized vendor as a result of the same in case of misrepresentation the company can act on me and my employment.

We look forward to having you with us at Calpion Software Technologies Pvt. Ltd and a long and mutually beneficial association.

### Calpion Software Technologies Pvt Ltd.,

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for **Calpion Software Technologies private Limited**

*Febien Caltin*

**Febien Caltin**  
**Senior Vice President - Shared Services**

I accept the above terms and conditions of employment in your Company.

**Name of Employee: Gnanaveda P**

*Gnanaveda P*

**Signature:**

**Date: 21-Oct-2024**

### Annexure I

Monthly Compensation (Rs.)	
Basic	17541
HRA	0
Statutory Bonus	1461
Sodexo Coupon	0
Telephone Allowance	0

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LTA	0
Special Allowance	0
<b>Gross Salary - 1</b>	<b>19002</b>
<b>Employees Contribution to</b>	
Provident Fund	1800
ESI Employee Contribution	143
Professional Tax	0
<b>Total Employee Contribution - 2</b>	<b>1943</b>
<b>Net Salary - 1-2</b>	<b>17059</b>
<b>Employers Contribution to</b>	
Provident Fund	1800
ESI Employer Contribution	618
<b>Total Employer Contribution -3</b>	<b>2418</b>
<b>Total CTC per month - 1+3</b>	<b>21420</b>
<b>Annual Compensation (Rs)</b>	
<b>Annual Performance Bonus</b>	<b>0</b>
<b>Total CTC per annum</b>	<b>257040</b>

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**Offer: Computer Consultancy**  
**Ref: TCSL/DT20234990700/Bangalore**  
**Date: 19/04/2024**

Mr. Harish Kumar A  
179/15th Cross, Shubashnagar,  
Singsandra,  
Bangalore-560068,  
Karnataka.  
Tel# -

Dear Harish Kumar A,

**Sub: Letter of Offer**

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

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

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

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

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

**COMPENSATION AND BENEFITS**

**BASIC SALARY**

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

TCS Confidential  
TCSL/DT20234990700



## **BOUQUET OF BENEFITS (BoB)**

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

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

### **1. House Rent Allowance (HRA)**

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

### **2. Leave Travel Allowance**

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

### **3. Personal Allowance**

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

### **4. Food Card**

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

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,500/-. This payout is subject to review basis your own ongoing individual performance.



## **OTHER BENEFITS**

### **1. Health Insurance Scheme**

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

Entitlement - Under this scheme, you and your enrolled dependents will be entitled for ₹5,00,000/- as a family cover under the default HIS plan towards hospitalization expenses.

Premium rates and contribution will be applicable as per the TCS Health Insurance Policy and the amendment made therein from time to time. You have the flexibility to choose a plan which is higher than the default HIS plan during the permitted window, by paying the applicable additional premium plus taxes.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail.

### **2. Compensation Benefits under ESI Act/Employees' Compensation Act\*:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of disablement arising out of and in the course of employment as per applicable Company policy. In the event of death arising out of and in the course of employment, your beneficiary will be eligible for compensation as per the Company's policy. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESI Act

### **Maternity Leave**

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

### **Loans**

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

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

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

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TCSL/DT20234990700

3

**TATA CONSULTANCY SERVICES**

VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore 560 066 India

Tel: 91 80 6724 7000 Fax: 91 80 2841 0114 Website: [www.tcs.com](http://www.tcs.com)

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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

### **Professional Memberships**

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

### **RETIRALS**

#### **Provident Fund**

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

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

#### **Gratuity**

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

### **TERMS AND CONDITIONS**

#### **1. Aggregate Percentage Requirements**

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

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the



offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

## **2. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

## **3. Working Hours**

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

## **4. Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.

## **5. Compensation Structure / Salary components**

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

## **6. Increments and Promotions**

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



Compensation and Promotion policy.

## **7. Alternative Occupation / Employment**

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

## **8. Confidentiality Agreement**

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

## **9. Work in SBWS mode**

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

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

## **10. Service Agreement**

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





## **11. Overseas International Assignment Agreement**

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

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

## **12. Terms and Conditions**

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

## **13. TATA Code of Conduct**

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

## **14. Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



## 15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

## 16. Pre-employment Medical Certificate

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

## 17. Employment of Non Indian Citizens

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

## 18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in <https://nextstep.tcs.com> Your background check initiation is complete only when you initiate your BGC online at <https://nextstep.tcs.com> and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

## 19. Submission of Documents

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



documents)

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

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

The original documents will be returned to you after verification.

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

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



## 20. TCS Xperience Program

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

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

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

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

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

## 23. Compliance to all clauses

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

## 24. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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

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



### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**Girish V. Nandimath**  
**Global Head, Talent Acquisition & Academic Interface**



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

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



**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Harish Kumar A</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>The National College, Basvangudi, Bangalore</b>

Table 1: Compensation Details (All Components in INR)

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

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

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

\*\*\* For HIS - Note that Rs.4,000 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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



## Annexure 2

<p><b>AHMEDABAD</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India</p>	<p><b>BHUBANESWAR</b> TCS XP HR Lead Tata Consultancy Services, Kalinga Park   Talent Development Block   Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.</p>
<p><b>BANGALORE</b> TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066</p>	<p><b>CHENNAI</b> XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India</p>
<p><b>DELHI</b> XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India</p>	<p><b>HYDERABAD</b> XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP &amp; GP, Kolkata, West Bengal 700091.</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India</p>
<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.</p>	<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India</p>
<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra</p>	<p><b>TRIVANDRUM</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India</p>





## **Confidentiality and IP Terms and Conditions**

### **1. Confidential Information**

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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



#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines.**

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

#### **7. Working in SBWS Framework:**

Associate may be required to work in TCS offices or its client's premises or remotely as per the directions of supervisor and / or the provisions of the applicable policy.

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

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

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



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

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

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

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

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

## **8. Restriction on Associate's Rights**

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

## **9. No License**

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



## 10. Equitable Rights

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

## 11. General

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

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

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

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



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

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

## Kenpath Technologies Pvt. Ltd

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### Appointment Letter

To,

Mr. Karthik M B,  
#125, 5th main, A K colony, Subramanyapura main road,  
Uttarahalli, Bengaluru - 560061

Dear Mr. Karthik,

**Sub: Appointment to the position of Junior Data Scientist**

We are pleased to inform that you have been appointed as the Junior Software Engineer and will report to duty on 4<sup>th</sup> Nov 2024 subject to the following terms and conditions.

#### JOB ROLES AND RESPONSIBILITIES

You shall be responsible for the performance of the functions expected and any other additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use best of your efforts to support, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

#### COMPENSATION STRUCTURE:

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

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Kenpath Technologies Pvt. Ltd

Regd. office: A 107, Lotus Palace, Kasavanahalli, Off Sarjapur road, Bengaluru, Karnataka-35  
e-mail: [info@kenpath.io](mailto:info@kenpath.io) | website: [www.kenpath.io](http://www.kenpath.io)

**OFFER LETTER**

**27 November 2024**

Dear Lakshmi R,

Hearty Congratulations!

It gives us great pleasure to extend an offer of employment to join **iBridge Techsoft Pvt Ltd**, Here in Designated as **junior data analyst at IBM** (Bangalore).

Your date of commencement of Employment will be on **28 November 2024** and your employment conditions are as follows:

1. Salary: Your annual CTC will be **Rs. 2,50,000/-** (Two-lakh Fifty Thousand Rupees Only). A detailed Appointment letter will be given at the time of joining.
2. This offer is conditional upon receipt of the below listed documents no later than the day of your employment commences with the company.

Please note that you must present the below documents for verification purposes:

- a. Hiring letter and Appointment letter.
- b. Permanent Account Number (PAN) card or copy of PAN application & Aadhar Card Copy.
- c. Relieving certificate from your former employer
- d. Copies of academic and professional certificates
- e. One recent passport sized photograph
- f. Last 3 pay slip & Form16.

Failure to accept the offer on agreed timeline with the required documentation, as listed above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of **iBridge**.

**iBridge Techsoft Private Limited**

# 402, Silicon Towers, Image Gardens Road, Madhapur, Hyderabad - 500 081.

✉ info@ibridgetechsoft.com | 🌐 www.ibridgetechsoft.com | # CIN: U72200TG2013PTC091435



**iBridge** has the right to transfer your employment or services to any client, affiliate, group entity or any lawful transferee/assignee of **iBridge** business, subject to compliance with applicable laws. Please notify **iBridge** of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter via email to [hr@ibridgetechsoft.com](mailto:hr@ibridgetechsoft.com).

**iBridge** is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference to our success. We look forward to working with you.

Yours sincerely,

A handwritten signature in blue ink that reads "Padma". The signature is written in a cursive style with a horizontal line underneath the name.

HR – Manager  
For and on behalf of **iBridge**



To,

Date: 20 Oct 2024

Soujanya R  
Bangalore.

### LETTER OF OFFER

Dear Soujanya,

It is our pleasure to extend the following Offer of Employment to you on behalf of Calpion Software Technologies Pvt Ltd.,

1. You will be designated as “Trainee AR Caller.”
2. Your tentative posting will be at Calpion - “Bangalore”.
3. Your joining date for the job would be “21st Oct 2024”.
4. Your CTC will be **INR 2,57,040/-** per year & details are explained in annexure-1 enclosed with this letter.
5. We would need the following original documents on the day of you commencing duties with Calpion for validation. Do keep soft copies of the documents for onboarding process.
  - Academic Certificates' (10<sup>th</sup> 12<sup>th</sup> Graduation / Post-Graduation)
  - Fitness / Medical certificate from any medical practitioner.
  - Your Offer Letter/Hike Letter/Relieving Letter from your previous organization.
  - Service Certificate from the last employer as well as all previous employers.
  - Offer acceptance mail copy.
  - Resignation acceptance mail or hard copy.
  - Acceptance copies of Calpion’ s offer letter duly signed.
  - Self-account cancelled cheque (in case the salary is required to be credited to an account other than the company provided account).
  - Two latest passport-sized colour photographs with white background.
  - Latest soft copy of profile picture in a professional attire.
  - Valid Passport (If applicable)
  - Aadhaar Card / PAN Card

As per Income Tax Department and statutory guideline please ensure you link your Aadhar to PAN. Also, carry the mobile number which is linked to Aadhar.

**Please note that all the above documents are mandatory to complete the joining formalities.**

**Kindly carry the originals for verification.**



**Terms & Conditions:**

1. This offer is subject to a satisfactory reference check of your credentials being conducted by the Calpion, covering your educational qualification, previous experience, etc. The continuation of your service will be subject to receiving a clean certificate from investigating agency during course of your employment with Calpion.
2. The Calpion shall have the right to terminate your service without notice. If the information given by you at the time of onboarding or in the application is found to be incorrect or in case of any misconduct or if the reference check leads to an adverse report of your credentials.
3. Kindly confirm your acceptance of the above terms & conditions and the date of joining within 02 working days of receiving the offer letter by reverting to the offer mail. In case we do not receive your acceptance, this offer shall stand withdrawn automatically.
4. This offer is valid if you join Calpion Software Technologies Pvt Ltd., on or before of your date of joining. Please report to HR Department on the date of joining at the following address:

**Calpion Software Technologies Pvt Ltd.,  
Lexington Towers, Tavarekere Main Rd, Tavarekere, S.G. Palya, Bengaluru,  
Karnataka 560029**

We are confident you will be able to make a significant contribution to the success & mutual benefit with Calpion and look forward to working with you.



**ANNEXURE - 1**

**TOTAL COMPENSATION PACKAGE (CTC)**

You will be entitled to an all-inclusive compensation (cost to company) of **Rs 2,57,040/- (Rs. Two lakhs fifty-seven thousand forty Only)**, as discussed and agreed, payable after deduction of applicable taxes and statutory deductions. In addition to the benefits mandated by the government regulations, Calpion Software Technologies Pvt Ltd will provide the following benefits as part of total annual compensation (CTC) as detailed in the table below: -

Enter Fixed CTC Component	<b>2,57,040</b>	
Enter the Annual Performance Bonus Component	-	
<b>Total CTC</b>	<b>2,57,040</b>	
Monthly Fixed CTC	<b>21,420</b>	
Location	<b>Bengaluru</b>	
<b>Annexure</b>		
<b>Particulars</b>	<b>Monthly</b>	<b>Annually</b>
Basic	17,541	2,10,492
HRA	-	-
Statutory Bonus	1,461	17,532
<b>Gross Salary (Rs.) - A</b>	<b>19,002</b>	<b>2,28,024</b>
<b>Employee's Contribution</b>		
Provident Fund	1,800	21,600
ESI Contribution	143	1,716
Professional Tax	-	-
<b>Total Deduction (Rs.) - B</b>	<b>1,943</b>	<b>23,316</b>
<b>Take Home Salary (Rs.) - C (A-B)</b>	<b>17,059</b>	<b>2,04,708</b>
<b>Employers Contribution to</b>		
Provident Fund	1,800	21,600
ESI Employee Contribution	618	7,416
<b>Employers Contribution (Rs.) - D</b>	<b>2,418</b>	<b>29,016</b>
<b>Total Fixed CTC (Rs.) - E (A+D)</b>	<b>21,420</b>	<b>2,57,040</b>
<b>** Total Annual Performance Bonus CTC (Rs.) - F</b>		-
<b>Total CTC (Rs.) - G</b>		<b>2,57,040</b>



**\*\*\* Note:**

- “Annual Performance Bonus is payable annually along with the appraisals as per company policy and subject to individual’s performance.”
- Employees whose employment status stands Resigned/Termination/Abscond-termination during the appraisal period are not eligible for the annual appraisals.
- Employees who are NOT under the notice period will be eligible for an Annual Performance Bonus for the appraisal cycle.
- Refer to the Policy for more details.

**Travel Allowance:**

Only male employees working in night shift will be eligible for Rs- 2000/-, as travelling allowance per month as per the company policy.

**Benefits**

- You are covered with a benefit of Personal Accidental Insurance for up to 5 lakhs. (Cover exists only while you serve the company)
- As an optional benefit, you can be covered under the group med claim policy which covers you up to 2 lakhs P. a. (Cover exists only while you serve the company). Premium of the same will be partially borne by the company & remaining will be deducted from your salary on Monthly basis. Actual cost of the same will be communicated to you while you are signing up the insurance acceptance.
- Gratuity as per prevailing rules.
- Leave encashment upon exit-accumulated PL at the rate of basic pay.

**Other points:**

- PF / ESI will be applicable as per statutory.
- Income tax; Subject to the deduction as applicable.

Thank You

Acceptance: Yes / No  
Signature of the Candidate

Human Resource  
Calpion Software Technologies Pvt Ltd.,

Name:  
Date: