




Employment agreement of **Mr. Midhun THALASSERY**

Name: Midhun
Surname: THALASSERY
Date of birth: 06th October, 1994
Gender: Male
Address: Thalassery House, Nhamanghat PO, Vylathur,
Thrissur, Pin-679563, Kerala, India
Passport N°: P1370707
PAN: BTCPT3738E
Telephone: +91-9446223545
Mobile: +91-7355137754
E-mail: midhunt94@gmail.com

True Copy Attested


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PRINCIPAL
Jyothi Engineering College
Cheruvu, P.O - 679 541

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Mumbai 400068, INDIA | P: +91-22-61113355
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Headquarters: RINA Consulting S.p.A. | Via San Nazario 19 - 39145 Bolzano - Italy | P: +39 0471 3408140
rinaconsulting@rina.org | www.rinaconsulting.org



Dear Midhun,

Reference to your application for employment and subsequent personal discussion; we are pleased to appoint you as 'Project Coordinator' within our Company, M/s. RINA Consulting S.p.A, Mumbai branch.

As a part of your appointment, the following agreement has been reached between yourself and the Company;

M/s. RINA Consulting S.p.A, (Mumbai Branch), having its registered office at 706, B-Wing, Everest Chambers, Marol, Andheri-Kurla Road, Andheri (East), Mumbai-400059. Maharashtra, India, hereinafter referred to as "the Employer or the Company";

and

Mr. Midhun THALASSERY, born on 06th October, 1994, and having his permanent address at Thalassery House, Nhamanghat PO, Vylathur, Thrissur-679563, Kerala, India, herein referred to as "The Employee".

The terms and conditions of your service with the Employer will be as follows:

Art. 1.

STARTING DATE

Your employment with the Employer will be on fixed term effective from 07th December 2020 to 31st December 2021

Art. 2

DURATION

This contract of employment is for a fixed period starting from 07th December 2020 to 31st December 2021. During the contract period, the Employee's position is a full time employment with the Employer and shall devote full time and energy exclusively to the business of the Employer. The Employee does not have any right to ask or claim for permanency or regularisation of his employment with the Employer after completion of above specified period.

Be it clearly understood and agreed that the vacancy for fixed period employment has arisen due to receipt of various orders from the client and as such employee's appointment is being made on contractual basis for a fixed period as stated above in accordance with the provisions of applicable laws. Employee's contractual appointment will automatically come to an end on the expiry of the specified period and no notice pay or retrenchment compensation will be paid by the Employer. Since the appointment is made for a specified period, employee will neither have any right nor lien on the job held by the employee. Also, you will not claim regular employment even if there is such a vacancy for the post held by the Employee or otherwise. Except one month's notice or salary in lieu thereof, no compensation or remaining wages for unexpired period of contractual and fixed period of appointment will be payable by the Employer, if employees services are terminated before the aforesaid specified and fixed period of service.

Art. 3.

PROBATION PERIOD

In the first instance You will be on probation period of 06 (six) months from the effective date of joining, thereafter the probation period may be either extended for another six months at the discretion of the management. Unless confirmed in writing, You will be deemed as probationer after the expiry of initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.

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PAN No. AACTN1234E | TAN No. MUM0225528 | GST No. 27AABT0225528

Handwritten: RINA Consulting S.p.A. | Mumbai Branch | 07 Dec 2020

Handwritten: info@rinaconsulting.com | www.rinaconsulting.com

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PLACE OF POSTING

Your place of posting will be, at present, in Surat, Gujarat. You are liable to be transferred to any other place in India or abroad, to any of the offices of RINA Group (its affiliates and related entities) or to any position within the Employer at reasonable notice. When required to work in other places and/or Offices during your normal working hours, no additional remuneration will be paid for such work.

REMUNERATION

You will be paid a consolidated monthly gross remuneration of Rs.40,000/- (Indian Rupees Forty Thousand Only). The same shall be payable on monthly basis, 12 (twelve) times per year, subject to deduction of income tax at source and any applicable statutory deductions. The Management reserves the right to compose above salary with any other allowance/s, from time to time.

In the attached ANNEX-1, which forms part of this contract of employment, are given the Employee's *Total Cost to the Company* (total CTC) and a breakdown of the aforesaid *Gross remuneration* (subtotal A).

Gratuity as per Payment of Gratuity Act, 1972.

Provident Fund is payable as per the Employer's Company policy.

PERSONAL ACCIDENT INSURANCE

You will be insured, through the Employer, against the risks of death and permanent disability caused by accident, as per Company policy. The Policy conditions may vary year by year.

HEALTH INSURANCE COVERAGE

You will be covered by means of a 'Health Insurance Policy' of the Employer, as per Company policy. Coverage is granted under the conditions, within the limits defined by the Employer and the policy itself. The said conditions may vary from year to year.

REIMBURSEMENT OF EXPENSES

The reasonable expenses incurred by You for boarding, lodging and travel in case of work outside your job location, will be reimbursed upon presentation of an itemised, properly documented account of such expenditures as required by RINA Group Travel Policy and never exceeding the limits fixed by the Policy itself. Said reimbursement is subject to approval from the management.

TAXES AND STATUTORY DUES

You shall bear all applicable taxes on salary, all allowances and/or other dues. All payments shall be subject to deduction of any applicable taxes and/or employee's contribution to any statutory authorities, as per the applicable rate, from time to time.

CONFIDENTIALITY

Considering your position as "Project Coordinator", you shall observe strict secrecy regarding to the affairs, dealings and concerns of the establishment during the prosecution of this engagement and thereafter. You will not divulge any information to any third party, and shall use all reasonable endeavours to prevent the disclosure of any confidential information (i.e. any information concerning the business accounts, rates, offers or structural/architectural plans or strategies relevant to Company or Company's Client or Company's Contractors) or any confidential report in connection with the business or affairs of the Company or any trade secrets including know-how and confidential information received, made known, or which you become aware of in the course of your relationship with The Company.

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For more information, visit www.pearsoncmg.com

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Dr. Sullivan

DI. M.T.

[illegible]

ph.D.

File

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MEDICAL FITNESS

Your employment is subject to being certified "medically fit" by a medical practitioner approved by the Management of the Company. If You are at any time prevented by health issues, accidents or other urgent issues from attending office or performing your duties properly, you shall inform the Management as soon as possible. You shall furnish the Management of the Company with all the information relating thereto as it may reasonably require. If called upon, You shall submit yourself to an examination by a qualified medical practitioner approved by the Management of the Company and You shall produce a certificate of fitness before resume work.

Absence from work or disability in performing your duties beyond the period of sick leave to which you are entitled to under the rules shall be -at the discretion of the Management of the Company- with/without salary. In case of long absence due to sickness (including loss of efficiency, permanent total/permanent partial disablement or in case of illness for more than three months with infectious/contagious effects).

You will be liable to be discharged by the Company. In such circumstances, You will be paid one month salary in lieu of notice pay.

OBEDIENCE

You shall faithfully observe all rules and regulations, code of conduct, policy and procedures, office orders, instructions and circulars issued -from time to time- by the Management of the Company. You shall agree to read and strictly observe -time to time- updated code of conduct, policy and procedure, office orders, instructions and circulars, available in the Company's intranet Portal. To satisfactorily complete the assigned duties and in order to achieve the assigned objectives, you shall comply with all orders of Your superior.

PUNCTUALITY ON OFFICE HOURS

You shall strictly observe punctuality on all occasions. You shall adhere to Office Hours' policy as defined by the Management based on the local applicable law and such additional times as may be required for the satisfactory performance of Your duties, as assigned.

Any absence from the Office is to be communicated immediately and justified by producing documentary evidence.

NATURE OF EMPLOYMENT

Your employment within the Company is on a full time basis and shall employ the best of your ability. You will devote whole time to the work of the Company and You will not engage directly or indirectly -either honorary-in any services, trade, business, vocation, occupation (including any agency or in advisory capacity in full or part-time). You will not join any classes, courses and any examinations without any written consent from the Management of the Company.

DUTIES AND OBLIGATIONS

- a) You shall agree and warrant that you are free to perform the duty called for by this agreement whichever needed, be it in India or abroad, according to the needs of the Company, travelling when and where needed, for duration of stay compatible with the work to be carried out.
- b) Your work in the organization will be subject to the rules and regulations of the organization and the Management of the Company will lay down your duties in detail. You will always be aware of your responsibilities.

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- c) You will not disclose any information pertinent to the business and affairs of the Company to any person other than the employees and the officers of the Company who are entitled to have such information for carrying on the assignments and duties for the interest of the Company.
- d) You will not utilise any process/application used by the Company in its business even after the expiration of this employment agreement.
- e) You will always keep and maintain true and faithful the accounts of the business and furnish the same to the Management at all reasonable time as and when demanded.
- f) You will be obliged to comply with any statutory requirement and law, which would be applicable in performance of Your duties.
- g) You will be competent and responsible to represent the Company with Clients', obtaining permits, licences etc, as may be necessary or required for the purpose of carrying on and for developing the business of the Company.
- h) On cessation/termination of this contract You shall immediately return to the Company all documents, records, books, assets, etc. belonging to the Company.
- i) You agree that you will fully comply and co-operate with all instructions, directions, requirements and requests properly made or imposed, including, but no limited to, a requirement to make yourself readily available for purposes of, and truthfully to answer all questions put to You in the course of an inspection or investigation by the regulatory, audit, internal audit or any appropriate authority.
- j) The EMPLOYEE fully accepts the principles set forth in the *Ethical Code and Code of Conduct and RINA Services S.p.a. Organisation, Management and Control Model (pursuant to D.Lgs.231/2001)*, the latest version is always available on the RINA intranet Portal.
- k) You commit yourself to dedicate your working capacity entirely to your duties to the Employer's business as may be required to fulfill all of the Employee's obligations under this Agreements. During the term of this Agreement, You shall not engage in any other business activity, regardless of whether it is pursued for gain or profit, which interferes or impairs your ability to perform the services for the benefits of the Employer.
- l) You shall perform the tasks assigned by the management from time to time and in accordance with the policy, rules and regulations in force within the Employer, Company its affiliates and related entities

Art. 16.**TERMINATION OF SERVICE**

After confirmation, your services are liable to termination at one (01) months' notice or salary in lieu thereof. Such notice or salary, in lieu of notice, will not be necessary when Your services are terminated for loss of confidence, breach of trust, financial irregularity, or any act or omission prejudicial to the interest of the Company.

Your employment shall be immediately terminated, without the prior notice and/or without any liability on its part, in the event of any of the following reasons:

- If you breach any material terms of this contract;
- If you neglect or fail to devote your entire efforts to the business of the Employer;

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- Art. 17. RESIGNATION FROM SERVICE

Art. 18. ELIGIBILITY AND AVAILING OF LEAVE

Art. 19. INCREMENT AND PROMOTION

Art. 20. BASIS OF APPOINTMENT

Art. 21. ABANDONMENT OF JOB

Art. 22. PERSONAL DATA PROCESSING

[illegible]

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The Employee agrees that personal data are transmitted to Authorities, Accreditation Bodies, Associations or any Organisations to which the Employer is affiliated, in relation to the Employer's obligations in their regard, as well as they are published in the Employer's website and in any printed documents

Art. 23.

MODE OF COMMUNICATION

For any service or notice or communication of whatsoever kind, You will be informed by ordinary post or through courier at the address given by You at the time of your employment or such other address You may, hereafter, communicate to the Employer in writing. It will be the Employee's duty to inform the Employer, in writing, whenever there is any change in your address or status. Also, You are obliged to not refuse to accept any communications received by hand delivery, registered post/speed post or by courier.

Art. 24.

APPLICABLE LAW & ARBITRATION

This agreement shall be construed and enforced in accordance with the laws of India, in Mumbai. Any dispute or difference between Yourself and the Employer/Company arising out of or relating to or in connection with the terms and conditions of Your employment, as far as possible, efforts shall be made in order to settle the same amicably. However, in case the dispute or difference are not mutually solved within twenty (20) days, reference shall be made to Sole Arbitrator to be appointed by the Company whose decision shall be final and binding on You as well as the Employer. The arbitration shall be held at the location of the registered office of the Company, which is at Mumbai, in English language.

In case all the above terms and conditions are acceptable to you, please sign the duplicate of this agreement in token of having understood and accepted the same and return the same.

Your truly,

For and on behalf of Management of RINA Consulting S.p.A, (Mumbai Branch)

Authorised Signatory

**DECLARATION:**

I, Midhun THALASSERY, have read and understood all the above terms and conditions and agree to abide by them.

04/12/2020

Midhun THALASSERY
The Employees

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**Annexure-1**

To the contract of employment of Mr. Midhun THALASSERY
Cost to the Company

	All amount in INR	
	Monthly	Yearly
Basic Salary	20,000	240,000
<i>Fixed</i>		
House rent	10,000	120,000
Citi compensatory	3,000	36,000
Conveyance	600	7,200
Other Corporate	4,450	53,400
Medical	1,250	15,000
Leave travel	700	8,400
Total	40,000	480,000
Exgratia/Bonus	3,333	40,000
Provident fund-Employer contribution	1,800	21,600
Total	5,133	61,600
Gratuity - as per Payment of Gratuity Act, 1972	962	11,538
Insurances	1,250	15,000
Cost to the Company	47,345	568,138

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Company
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HRD/3T/19-20/13153507

Ms. Jessica Roy
Candidate ID: 13153507
Aswathi Appartments Pt Manuel Road
Kovilakampadam
Thrissur - 680022
Kerala
India
Ph: (91) 98955 47121

July 30, 2019

Dear Jessica,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Electronics City, Hosur Road
Bangalore 560 100, India
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Digitally signed by RICHARD LOBO
Date: 2019.07.30 16:04:44 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/13153507

July 30, 2019

Ms. Jessica Roy
Candidate ID: 13153507
Aswathi Appartments Pt Manuel Road
Kovilakampadam
Thrissur - 680022
Kerala
India
Ph: (91) 98955 47121

Dear Jessica,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **February 17, 2020**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

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The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

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Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance-linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans

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Sunny
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National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

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Other terms and conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program **2018 -2019**. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Umaro
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Date: _____, 20____

Sign your name

Print your name Location

Sunny Joseph Kalayathankal

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Jessica Roy
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	
BASKET OF ALLOWANCES	15,000
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	4,478
MONTHLY GROSS SALARY	2,850
	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

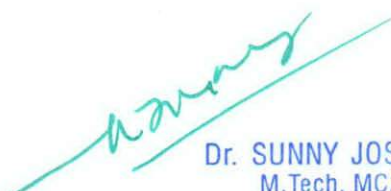
OTHER BENEFITS

Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

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Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Jessica Roy
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	
BASKET OF ALLOWANCES	15,000
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	4,478
MONTHLY GROSS SALARY	2,850
	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	
GRATUITY - 4.81% of Basic Salary	1,800
FIXED GROSS SALARY (FGS) (1+2+3)	722
	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000

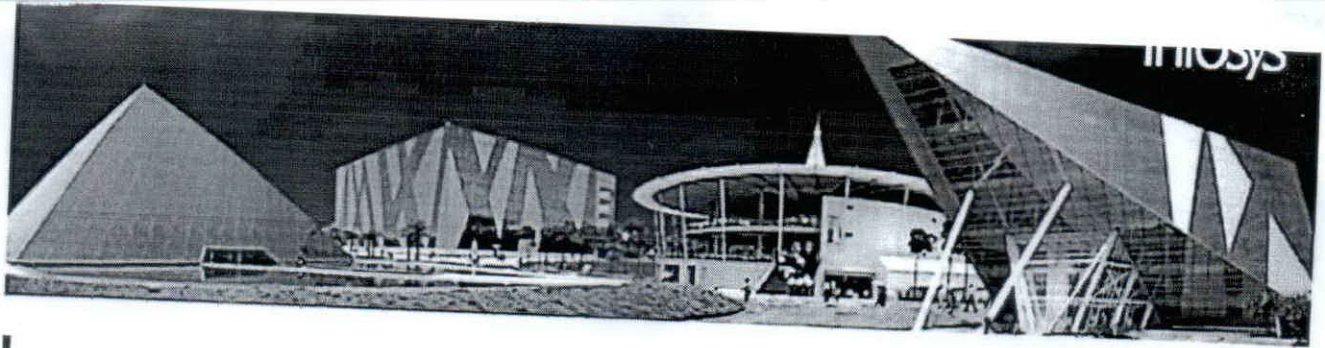
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



Sunny
DR. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)



Dear Siviya Varghese,

Congratulations once again on your successful participation in our campus recruitment process during the year 2018-2019.

Please find attached the offer of employment with your confirmed date of joining for the role of Systems Engineer at Infosys Ltd. Please note that you are expected to report at the location of training a day prior to your date of joining. It is mandatory that you carry a print of this, along with the completed service agreement when you join us. These documents would be considered as original and valid. The instructions to complete the agreement is attached for your reference.

We will be reaching out to you regularly through various avenues between now and the time you join us. Also, an elaborate communication on the Accommodation and other joining related formalities will be sent to you a couple of weeks before your joining date. We would like to reiterate the fact that this offer of employment with Infosys Ltd. shall be valid only if you fulfill the eligibility criteria specified by us during the time of recruitment.

Academic Eligibility Criteria For Joining

Point 1- The academic eligibility criteria for the Role of a Systems Engineer has already been communicated to you and your college during the selection process. This remains the same at the time of joining (including your final semester result, if the results have been published)

All percentages/CGPA should be simple average of all your subjects/semesters/years including electives, optional subjects, additional subjects, practical subjects, languages etc., No Active backlogs are allowed.

Point 2- In case if you do not meet the above stated eligibility criteria as on the date of joining, you are not eligible to join. Please mail us at offer_extension@infosys.com with your Candidate ID and your Role in the subject line.

Point 3- Your employment will be terminated if there are any backlogs and/or if you fail to meet the required simple average/CGPA including the semesters for which results are awaited, after your joining.

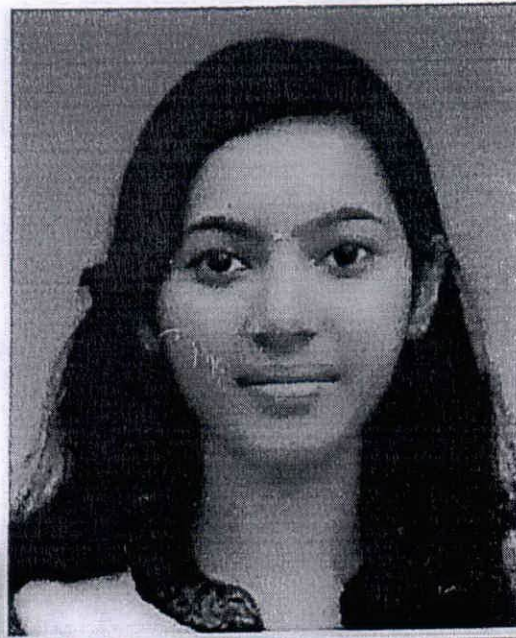
For any changes in your existing profile, please mail us at offer_update@infosys.com. Please mention your Role and Candidate ID in the subject line of your mails.

True Copy Attested

We look forward to seeing you at Infosys.

Regards,
Team HRD
Infosys Ltd.

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College



INDULEKHA K A
EMPLOYEE CODE: AH 1009



ASSET

Responsibly Yours

True Copy Attested

ASSET

Asset Homes Pvt Ltd, Asset Centrale,
XV/246C, N. H. Bypass, Kundannoor Jn, Maradu P. O.,
Kochi - 682 304, Ph: 0484- 4344999 / 4345000.

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Kundannoor P.O. - 679 531



Ref: TCSL/DT20195480066/1307124/Trivandrum

Date: 24 October 2020

MR. AKHIL V

Vellatheery House Souhrudha Nagar,
Behind Bsnl Office Wadakkancherry, Wadakkancherry,
Kerala-680582.
Tel# 919497314122

Sub: Joining Letter

Dear Mr. Akhil V,

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

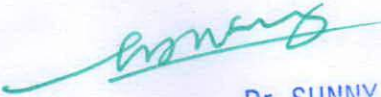
We are pleased to inform you that your joining date at TCSL will be **12th November 2020**, your joining location is **Kochi**, work location is **Kochi** and your stream is **IT**. This has been provided considering your preference and business requirements.

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

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

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

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



TCS Xperience Program

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

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

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

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

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

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

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Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College

Cheruthuruthy P.O.- 679 531



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

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



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

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



Akshayk vijayan <akshaykvijayan@gmail.com>

Confirmation Mail**Reshma Anna Kurian** <reshmaannakurian@zewiasoft.com>

Wed, Oct 14, 2020 at 5:40 PM

To: akshaykvijayan@gmail.com

Cc: "HR Department Zewia Software Solutions (P) LTD" <hr@zewiasoft.com>, Ramjith M R <ramjith@zewiasoft.com>, Athira Raveendran <athira@zewiasoft.com>, hczewia@gmail.com

Dear Akshay,

Greetings!

Congratulations! We are pleased to confirm that you have been selected to work for **Zewia Software Solutions Pvt Ltd**. We are delighted to make you the following job offer.

The position we are offering you is that **Full Stack Developer - Python**, your work location will be at **Ernakulam**. Your working hours will be from **9.30 AM to 6.00 PM**, Monday to Friday. The working hours will be **9.30 AM to 2.30 PM** on the last Saturday of every month.

1. You will be on a probation period of 3 months and 2nd month onwards monthly salary starts from **Rs. 5,000**.
2. After 6 months, the salary will be increased up to **Rs. 8,000.00** INR per month based on a performance report by the head of the dept.
3. Your offer letter will be released on your verification date.
4. You agree to submit a signed copy of mark sheet such as 10th, 12th, degree certificate, etc, Aadhar card, passport size photograph as well as complete the financial terms and also bring the original documents for verification.

Please report to **Operations Head** for documentation and orientation or mail your documents to this mail id on or before 15/10/2020 at 11.00 am. We would like to start work as fast as possible. Please give a reply to this confirmation mail to indicate your acceptance of this offer. (Online verification)

Regards,

RESHMA ANNA**HR Lead****CORPORATE OFFICE**

TC 15/1439, Ground Floor
TKD Road, Pattom
Thiruvananthapuram-695025
Kerala, India
Mob: +91 7025440358
Tel: +91 471-4014503
E-mail: info@zewiasoft.com
Visit us: www.zewiasoft.com

DIVISIONAL OFFICE

5th Floor, New Jyothi Towers,
SS Kovil Rd, Thampanoor,
Thiruvananthapuram-695001
Kerala, India
Mob: +91 7025440358
Tel: +91 471 4014507
E-mail: info@zewiasoft.com
Visit us: www.zewiasoft.com

DIVISIONAL OFFICE

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Banerji Road, Kacheripady,
Kochi-682018
Kerala, India
Mob: +91 7025440358
Tel: +91 484 4049097
E-mail: info@zewiasoft.com
Visit us: www.zewiasoft.com

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.F.W. & Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

17 Dec 2020

Cognizant Technology Solutions India Private Ltd.
Manyata Embassy Business Park,
Mahogany(F2)-SEZ, Hebbal Outer Ring Road,
Rachenahalli, Bangalore – 560 045

TO WHOM IT MAY CONCERN

Sub: Proof of Employment

Employee Name : Mr.Akshay M V
Employee Id : 894491
Designation : Programmer Analyst Trainee
Date of Joining : 12 Dec 2020
Letter Validity : 60 days

Thanking you,

Yours Faithfully,

For Cognizant Technology Solutions India Private Ltd..



Pravin Mathiyalagan Kumar
Sr. Manager - HR
17 Dec 2020

Disclaimer: This document is valid, subject to associate being employed with us.

This e-letter is secure and when printed is deemed to be a valid document issued by Cognizant to its associate.
To verify the content please reach verification@cognizant.com.

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M.Tech, MCA, M.Sc, M.Phil, B. Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Amal Prasad
Alamkottil House, Govt Press PO
Shornur – 679122
KL
IND

Dear Amal,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the "Offer cum Appointment Letter") the position of **CS Associate** at **Coimbatore, India**.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on **14-Sep-2020** and shall end as per the provisions contained in Section 14 herein below.

2. Duties

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

Dr. SUNNY JOSEPH KALAYATHANKAL
Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
M.Tech, MCA, M.Sc, M.Phil, B.Ed
U72200KA2004FTC034233
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

- 2.1 You will be employed in the position of **CS Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your fixed-term employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka India

Ph.D (Computer Science), Ph.D (Mains)
Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :

JU72200KA2004ETC034233
Jyoti Engineering College
Cheruthuruthy P.O. - 679

4. Place of Work

Your initial place of work will be at Amazon India's in Coimbatore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration

- 5.1 Your Annual Base Pay will be Rs. **190,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked.
- 5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies , or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

6. Provident Fund

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Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

7. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8. Confidential Information and Confidentiality Obligations

8.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,
Malleshwaram (W) Bangalore - 560 055. Karnataka, India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :

U72200KA2004FTC034233

Amazoo
DR. SUNNY JOSEPH KALAYATHANKAL
M.Tech, M.A., M.Sc., M.Phil., B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College

INSTRUCTOR ENGAGEMENT AGREEMENT

THIS INSTRUCTOR AGREEMENT ("Agreement") is entered into on 20-11-2020,
between: WhiteHat Education Technology Private Limited, having its registered Office
Address: 2A/101, WeWork, Raheja Platinum, Sag Baug Road, off Andheri-Kurla Road Marol, Marol,
Andheri (East), Mumbai- 400059, Maharashtra, India. ("WhiteHat"); which expression shall unless
it be repugnant to the context or meaning thereof be deemed to mean and include its
successors-in-interest and assigns), of the one part;

AND

Anitta Simon ("Instructor") with PAN
having their address at

Kannukkdan (H), Vellamchira po 680697
which expression shall unless it be repugnant to the context or
meaning thereof be deemed to mean and include their successors-in-interest and assigns) of the
other part.

WhiteHat and the Instructor may individually be referred to as "Party" and collectively as "Parties".

WHEREAS it is the policy of WhiteHat to appoint highly qualified Instructors who support WhiteHat's
initiative and programs in pursuit of quality computer science education to children;

WHEREAS the Instructor is desirous of joining WhiteHat as an Instructor and shall be engaged with
WhiteHat to teach the students of WhiteHat;

WHEREAS, the Parties mutually desire to enter into this Agreement to define and set forth the
terms and conditions of the engagement of the Instructor by WhiteHat.

1. Engagement of Services

WhiteHat hereby engages the Instructor and the Instructor hereby agrees to serve in such
capacity, while he/she is engaged by WhiteHat. The Instructor shall be responsible to
provide formal online training in computer science to children ("Services").

The Instructor hereby agrees that for the duration of this Agreement, he/she shall devote
minimum of 120 hours per month between 9 AM and 9 PM IST or 9:30 PM to 8:30 AM IST
everyday

Instructor understands that they shall only be entitled to the compensation, benefits, and
profits as set forth in this Agreement.

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Dr. SUNNY JOSEPH KALAYATHA
M.Tech, MCA, M.Sc, M.Phil, B.E.
Ph.D (Computer Science), Ph.D (M)
PRINCIPAL
Jyothi Engineering College

10. **Dispute Resolution & Governing Law:** This Agreement shall be governed in all respects by the laws of India. Any and all disputes arising out of this Agreement shall be resolved mutually amicably, failing which Instructor and WhiteHat unconditionally and irrevocably consent to the exclusive jurisdiction of the courts of Mumbai.

IN WITNESS, WHEREOF the Parties have put their respective hands on the day and year first hereinabove written.

Signed and delivered by
For Whitehat Education Technology Private
Limited

For Instructor



Name: Karan Bajaj
Designation: Director

Name Anitha Simon

Date: 20-11-2020

Date: 20-11-2020

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 670 531



Building a better
working world

EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

14 December, 2020

Ms Archana Venugopal
200 A, Manazhy House, Balawadi Road,
Trikkur, Near Trikkur Mahadeva Temple,
Thrissur,
Kerala - 680306

Contact No: +91 9539522117
Email: archanav3017@gmail.com

Dear Archana,

**Subject: Appointment in the position of
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

1. POSITION:

You will be appointed in the position of **Associate** in CT_NITRO in the Firm. Your Rank will be **66**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Trivandrum** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

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Sunny Joseph

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11 Dec 2020

Cognizant Technology Solutions India Private Ltd.
3rd,4th and 6th Floor Athulya Building,
Infopark SEZ,Kakkanad,
Kochi- 682 030

TO WHOM IT MAY CONCERN

Sub: Proof of Employment

Employee Name	: Ms.Arya P Menon
Employee Id	: 892984
Designation	: Programmer Analyst Trainee
Date of Joining	: 05 Dec 2020
Letter Validity	: 60 days

Thanking you,

Yours Faithfully,

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



Kavitha Sainath
Director – HR
11 Dec 2020

Disclaimer: This document is valid, subject to associate being employed with us.

This e-letter is secure and when printed is deemed to be a valid document issued by Cognizant to its associate.
To verify the content please reach verification@cognizant.com.

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26/09/2020

CONTRACT OF EMPLOYMENT

- (1) Kagool Limited, whose registered office is at Emstrey House (North), Shrewsbury Business Park, Shrewsbury, SY2 6LG ("We", "Us", "the Company")
- (2) Augustin Vembil, 149 Signals Drive, Coventry, CV3 1QD ("You")

This contract sets out the terms and conditions of employment that will apply to your employment with the Company.

1. Job Title

- 1.1. The Company shall employ you as a Graduate Data Engineer. In addition to the normal duties assigned to you in this capacity, you may be required to undertake other duties from time to time which are appropriate to your skills and experience or for which the Company will provide the necessary training.

2. Commencement

- 2.1. Your employment with the Company will commence on Monday 5th October 2020 subject to the conditions set out in the enclosed Conditions of Offer document being met.

3. Probationary Period

The Company will initially employ you on a 6-month probationary period. This probationary period may be extended at the Company's absolute discretion. The Company will notify you in writing of the successful completion of the probationary period. For the avoidance of doubt, the Company will be under no obligation to follow the Company's disciplinary and dismissal procedure during the probationary period.

4. Duties

- 4.1. During your employment, you shall:

- 4.1.1. Perform those duties assigned to you by the Company

- 4.1.2. Comply with all reasonable and lawful requests and instructions of the Company, and with all Company rules, regulations, policies and procedures.

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- 4.1.3. Faithfully and loyally serve the Company to the best of your ability and use your best endeavours to promote the Company; and
- 4.1.4. Not do or permit to be done anything to the prejudice, loss or injury of the Company

5. Hours of work

- 5.1. Your normal working hours are 9am – 5pm Monday to Friday (40 hours), but you may be required to work such additional hours as are in the sole discretion of the Company reasonably necessary for the proper performance of your duties. You will not be entitled to receive additional remuneration for any hours worked outside your normal working hours unless this has been agreed in advance by your manager
- 5.2. Training may take place outside normal business hours and at locations other than your usual place of employment. It is a condition of your employment that you attend such training for which you will not receive additional payment.
- 5.3. For the purposes of the Working Time Regulations 1998 you are not required to work in excess of 48 hours per week averaged over a 17 week period, however you agree to work in excess of this if the Company ask you to do so. If you wish to terminate your agreement to opt out of the 48 hour average limit you must give us three months notice.

6. Place of work

- 6.1. Your normal place of work will be Midlands sites.
- 6.2. You may be required to work at any of the Company's or client locations on a temporary or permanent basis, although reasonable notice and appropriate financial assistance will be provided.
- 6.3. You shall not be required to work outside the UK for more than 1 month at a time.

7. Salary

- 7.1. You will be paid a notional salary of £21,000 per annum which will be paid monthly in arrears, normally on or about 28th of each month.
- 7.2. All salary payments will be made less deductions for tax and social security contributions, plus any other agreed deductions in accordance with the Company's procedures.
- 7.3. Your salary will be reviewed on an annual basis in April as part of the Performance Review process, but the Company is under no obligation to award an increase following a salary review.
- 7.4. You hereby agree that the Company may deduct from your salary or any other payments due to you from the Company any sums, including but not limited to overpayments (whether as a result of an error by the Company or otherwise), holiday or sick pay beyond your contractual entitlement, unreturned Company property.

8. Expenses

- 8.1. You shall be reimbursed all reasonable travelling, hotel and other expenses properly and necessarily incurred by you in the performance of your duties, subject to the Company's rules and policies relating to expenses as may be in force from time to

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time, subject to the production of VAT receipts or other appropriate evidence of payment.

- 8.2. You shall abide by the Company's policies on expenses as set out in the Expense Policy.
- 8.3. Any credit card supplied to you by the Company shall be used only for expenses incurred performing duties required by the Company.

9. Pension

- 9.1. The Company pension scheme will be contributory including employer contributions and full details will be outlined in the Company pension scheme.
- 9.2. If you wish to opt out of the pension scheme you will need to do so in writing to the HR Team within 7 days of commencing your employment with the Company.

10. Holidays

- 10.1. The Company's holiday year runs from 1st April to 31st March. You will be entitled to 29 days paid holiday during your first complete holiday year. Should your employment begin part way through a holiday year, your entitlement will be calculated on a pro-rata basis for that year.
- 10.2. You shall not take more than 2 consecutive weeks' holiday at any one time without approval from your manager. Holidays must be taken at times convenient to the Company and no holiday shall be taken without the prior written consent of the Company. The Company may instruct you to take paid holiday at any time.
- 10.3. In addition to this entitlement, you will be entitled to any normal public holiday that falls on a day of the week which is a normal working day for you. If the Company requires you to work on a public holiday, you will be granted time off in lieu.
- 10.4. Should you work on a part-time basis your entitlement to paid holiday and public holiday will be calculated pro-rata.
- 10.5. Holiday entitlement cannot be carried over from one holiday year to the next. Any entitlement remaining at the end of any holiday year will therefore lapse and no payment in lieu of such entitlement will be paid, unless you have been prevented from taking it in the relevant holiday year by one of the following: a period of sickness absence of statutory maternity leave, paternity, adoption, parental or shared parental leave. In cases of sickness absence, carry over is limited to four weeks' holiday per year less any leave taken during the holiday year that has just ended. Any such carried over holiday which is not taken within 18 months of the end of the relevant holiday year will be lost.
- 10.6. On termination of your employment with the Company, you will be entitled to payment in lieu of any accrued but unused holiday entitlement. If you have taken more than your accrued entitlement at the date of termination, the Company shall make an appropriate deduction from your final salary payment. For these purposes one day's holiday entitlement shall accrue at the rate of 1/260 basic annual salary. Where notice of termination is given by either party, you may be required to use any accrued but untaken holiday entitlement prior to the termination of Employment.

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11. SICKNESS OR INJURY

Process

- 11.1. If you are unable to work as a result of ill-health, injury or other medical incapacity you shall notify your manager as soon as possible but no later than 10am on the first day of absence. If your absence continues after the first day, unless otherwise notified, this should be repeated on each subsequent day. If you are unable to notify your manager, you should contact your manager's manager.
- 11.2. If you are absent for more than seven consecutive calendar days, you will be required to provide a doctor's certificate. Further doctor's certificates will be required if your absence continues beyond the period stated on the initial certificate. When you are ready to return to work, where required a final certificate must be produced confirming this. Your entitlement to Company sick pay, as set out below, will be dependent upon compliance with these requirements. If you fail to provide any of the above certificates the Company may withhold salary and you may be ineligible for Statutory Sick Pay (SSP).
- 11.3. The Company reserves the right to take disciplinary action and to withhold salary and /or other payments if you are absent from work without an acceptable reason being given and/or if you fail to follow the Company's sickness procedure set out in Clauses 11.1 to 11.2 above as well as any sickness and Absence policies which may be in force from time to time.
- 11.4. The Company reserves the right to require you to undergo a medical examination at the Company expense by a doctor nominated by the Company at any time. In order that the Company may have the results of any such examination you shall be requested at the relevant time to sign a consent form agreeing that any report produced in connection with any such examination may be disclosed to the Company and the Company may discuss the contents of the report with the relevant doctor.
- 11.5. If your absence is due to injuries, actionable negligence or nuisance caused by, or on account of a breach of any statutory duty by, any third party, all payments made to you by the Company under this Clause 11 shall, to the extent that compensation is recoverable from that third party (or would be recoverable but for this Clause), constitute loans by the Company to you which shall be repaid by you as a debt when and to the extent that the Company requests such payment.

Sick Pay

- 11.6. For the purpose of this Clause, "sick pay year" means the 12 month period which commences when you are first absent from employment due to sickness or injury (following the successful completion of your probationary period) and each subsequent 12 month period thereafter.
- 11.7. You shall be entitled to Statutory Sick Pay (SSP) only through sickness or injury during your probationary period.

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- 11.8. Thereafter, subject to the provisions of Clause 11.10, 11.11 and 11.12, you may be entitled to Company Sick Pay (CSP) based on your basic Salary, in respect of absence through sickness or injury during any sick pay year in the following amounts: -

Length of Service	No. Of Working Days Company Sick Pay Entitlement in any Sick Pay Year
During Probationary and Notice Period	SSP Only
After Probationary Period	30 days @ 100% of salary 30 days @ 50% of salary

The above CSP entitlement will be pro-rated for part-time employees. The Company reserves the right to amend or withdraw CSP providing reasonable notice at any time.

- 11.9. Where relevant, the above sick pay entitlement will include any payment of SSP. As with other earnings, SSP is subject to the deduction of Income Tax, National Insurance and all normal deductions.
- 11.10. If you exhaust your CSP, during a continuous period of illness, you shall be entitled to SSP only for the remainder of that continued period of illness and thereafter for any further period of illness you shall be entitled to SSP only for the duration of the relevant Sick Pay Year.
- 11.11. If, during a continuous period of illness you exhaust your CSP and during that continuous period of illness a new Sick Pay Year commences, you will not be entitled to claim any CSP entitlement for the new Sick Pay Year for that continued period of illness.
- 11.12. If you exhaust your CSP entitlement in a Sick Pay Year, irrespective of whether that period of sickness and injury continues into the next Sick Pay Year, you must return to work for a minimum period of at least 4 consecutive weeks during the next Sick Pay Year before you become entitled to claim any further contractual sick pay entitlement for that respective Sick Pay Year.
- 11.13. If you or the Company have given notice in writing to terminate your employment in accordance with Clause 15.1 below, you will be eligible for SSP only for the duration of your period of notice, irrespective of whether you have exhausted CSP pursuant to Clause 11.6 above.

12. Confidential Information

- 12.1. During the course of your employment you will have access to Confidential Information. By signing this contract you have therefore agreed to accept the restrictions in this Clause 12.
- 12.2. You shall not (except in the proper course of your duties), either during your employment or at any time after it's termination (however arising), use or disclose to any person, company or other organization whatsoever (and shall use your best endeavours to prevent the publication or disclosure of) any Confidential Information.
- 12.3. This shall not apply to:
- 12.3.1. Any use or disclosure authorized by the Board or required by law;
- 12.3.2. Any information which is already in, or comes into, the public domain other than through the Employee's unauthorized disclosure; or

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12.3.3. Any protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

13. Intellectual Property

13.1. You shall give the Company full written details of all Inventions and of all works embodying Intellectual Property Rights made wholly or partially by yourself at any time during your employment with the Company which relate to or are capable of being used in the business of the Company. The Company acknowledges that all Intellectual Property Rights subsisting (or which may in the future subsist) in all such Inventions and works shall automatically, on creation, vest in the Company absolutely. To the extent that they do not vest automatically, you hold them on trust for the Company. You agree promptly to execute all documents and do all acts as may, in the opinion of the Company, be necessary to give effect to this Clause 13.1.

13.2. You hereby irrevocably waive all moral rights under the Copyright Designs and Patents Act 1988 (and all similar rights in other jurisdictions) which you have or will have in any existing or future works referred to in this Clause 13.1.

13.3. You hereby irrevocably appoint the Company to be your attorney to execute and do any such instrument or thing and generally to use your name for the purpose of giving the Company or its nominee the benefit of this Clause 15 and acknowledges in favour of a third party that a certificate in writing signed by any Director or the Secretary of the Company that any instrument or act falls within the authority conferred by this Clause 13 shall be conclusive evidence that such is the case.

14. Disciplinary and Grievance Procedures

14.1. For full details of the Company's Disciplinary and Dismissal procedure and Grievance procedure please refer to the HR Team. These procedures do not form part of your contract of employment.

14.2. In order to investigate any disciplinary matter or grievance involving yourself the Company is entitled to suspend you on full pay and contractual benefits for so long as is reasonably considered necessary by the Company.

15. Termination

15.1. Your employment will continue until terminated by either party giving written notice to the other party as follows:

Length of Service	Period of Notice
During Probationary Period	2 weeks from either party
After probation and up to 5 years	1 month from either party
Over 5 years' service	3 months from either party

15.2. Notwithstanding any other provision of this Agreement the Company may terminate your employment with immediate effect (without notice or any payment in lieu of notice), where:

a) The Company believes that you are:

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- 8
- i) Committed any act of dishonesty, or other gross misconduct, or gross incompetence or gross neglect of duty; or
 - ii) Committed a second or subsequent serious breach of any express or implied obligation under this Contract, (which for the avoidance of doubt need not be of the same nature or type); or
 - iii) Committed a serious breach of any of the Company's policies and procedures; or
 - iv) Committed any act which in the opinion of the Board brings you or the Company into disrepute, or prejudices the interest of the Company

(any reference in this sub-clause to an act shall be interpreted as including a reference to an omission); or where you are convicted of any criminal offence, other than an offence under the road traffic legislation in the United Kingdom for which you are sentenced to any term of imprisonment, punishable by a period of six months or more imprisonment; or

- b) You become bankrupt or make any arrangement or composition with your creditors generally; or
- c) You are or become of unsound mind of a patient for the purpose of any statute relating to mental health; or
- d) You become prohibited by law from being a director; or
- e) You neglect or refuse to perform all or any of your duties under this Contract without reasonable cause; or
- f) You are guilty of negligence or incompetence and persist therein

15.3. If your employment is terminated on the grounds of misconduct, any payment in lieu of untaken holiday entitlement will be calculated only by reference to your entitlement to annual leave under the Working Time Regulations 1998 and no payment will be made in respect of any additional entitlement under this contract.

15.4. The Company may at its sole discretion elect to make a payment in lieu of any period of notice that would otherwise be due to you. Any such payment in lieu will include only your basic salary and you will not receive payment in respect of any other remuneration or benefits that would have been due to you during the period of notice.

16. Obligations on Termination

16.1. On termination of your employment (however arising) you shall:

16.1.1. Immediately deliver to the Company all documents, books, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to the business or affairs of the Company or its business contacts, any keys, credit card and any other property of the Company

16.1.2. Irretrievably delete any information relating to the business of the Company stored on any magnetic or optical disk or memory and all matter derived from such sources which is in your possession or under your control outside the Company premises; and

16.1.3. Provide a signed statement that you have complied fully with this obligation under this Clause 16.1 together with such reasonable evidence of compliance as the Company may request.

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17. Post Termination

- 17.1. For a period of 12 months after termination of employment for any reason, you will not directly or indirectly be employed by a client or customer of the Company except where agreed in writing by the Company.
- 17.2. For a period of 6 months after termination of employment you will not canvass, solicit or endeavor to take away from the Company any Employee or the business of any Customers or Clients of the Company who were Customers or Clients of the Company during the period of six months immediately preceding the termination of employment.

18. Reconstruction or Amalgamation

- 18.1. If your employment is terminated by reason of the liquidation of the Company for the purpose of reconstruction or amalgamation, and you are offered employment with any concern or undertaking resulting from such reconstruction or amalgamation on terms and conditions which, taken as a whole, are not substantially less favourable than the terms of this contract you shall have no claim against the Company in respect of termination of your employment.

19. General

- 19.1. You warrant that:
- 19.1.1. By signing this Contract you will not be in breach of any agreements with or obligations owed to any third party;
- 19.1.2. The particulars contained in any curriculum vitae supplied, your qualifications and all other representations (whether verbal or in writing) to the Company in relation to your employment by the Company are true and not misleading
- 19.1.3. You have appropriate qualifications and experience as are necessary to fulfill your duties pursuant to this Contract

Signed by: Dan Barlow (Director)

Duly authorised for and on behalf of Kagool Limited

Signed by:



Signature date: 26/09/2020

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Cheruthuruthy P.O.- 679 531

Signed by: (employee name) AUGUSTIN VEMBIL

Signed by: (employee signature) *Augustin Vembil*

Signature date: 28/09/2020

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nm

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OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Elsa Rose
KALLIATH HOUSE, FRIENDSHIP ROAD, NADATHARA P.O, THRISSUR
Thrissur – 680751
KL
IND

Dear Elsa,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the "Offer cum Appointment Letter") the position of **CS Associate** at **Coimbatore, India**.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on **14-Sep-2020** and shall end as per the provisions contained in Section 14 herein below.

2. Duties

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[Signature]

- 2.1 You will be employed in the position of **CS Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your fixed-term employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

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4. Place of Work

Your initial place of work will be at Amazon India's in Coimbatore. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration

- 5.1 Your Annual Base Pay will be Rs. **190,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked.
- 5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

6. Provident Fund

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Rajkumar Road,
Malleshwaram (W) Bangalore - 560 055, Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031
U72200KA2004FTC034233

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

7. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8. Confidential Information and Confidentiality Obligations

8.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the

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Ph.D (Computer Science), Ph.D (Maths)
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essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

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- (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

8.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause

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to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

9. Intellectual Property Rights

- 9.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title

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and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

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Sunny
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Cheruthuruthy P.O.- 679 531

- 9.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 9.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 9.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

9.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

10. **Non-Solicitation**

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- 10.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 10.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

11. Employee Data Protection

- 11.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 11.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

12. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

13. Termination of Employment

- 13.1 Your employment with Amazon India shall automatically end on **10-Mar-2021** unless terminated earlier as per the provisions of this Section.

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- 13.2 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 13.3 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
 - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
 - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
 - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
 - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
 - (vi) commit any act detrimental to the interest of Amazon India;
 - (vii) abstain from work for seven consecutive days without informing Amazon India
- 13.4 On the expiry or sooner termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such



excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

14. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

15. New Hire Background Investigation

- 15.1 It is Amazon India's policy to investigate all its new hires. Your fixed-term employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 15.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 15.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 15.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 12 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

16. Foreign Nationals

- 16.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

- 16.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 16.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.
- 17. Representations and Warranties**

You hereby represent and warrant to the Company that:

- 17.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 17.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 17.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer);
- 17.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 17.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 17.6 You are aware that your employment is only for a limited, fixed duration and that you will not have the right, nor will you make a claim, to be inducted as permanent employee with Amazon India.

- 17.7 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

18. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider to your Primary Work Location or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

19. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

20. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

21. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be

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assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

22. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

23. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

24. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

25. Governing Law and Jurisdiction

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Ghosur, Chittoor P.O. - 679 531

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

26. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

27. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

28. Survival

Your obligations under Sections 8, 9, 11, 13, 19, 20, 21, 23, 24, 25 and this Section 28 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.

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You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by: PRIYANKA VASHIST
Date: 2020.09.12 15:37:06 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

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Ref: TCSL/DT20195528300/1307567/Trivandrum

Date: 23 October 2020

MR. GENUINE BASILL NT
Nedumpillil House Green Park By Pass Road,
Athani, Thrissur,
Kerala-680581.
Tel# 917025346292

Sub: Joining Letter

Dear Mr. Genuine Basill Nt,

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

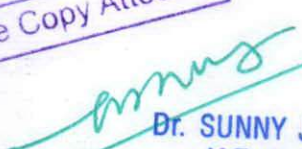
We are pleased to inform you that your joining date at TCSL will be **12th November 2020**, your joining location is **Bangalore**, work location is **Bangalore** and your stream is **CBO**. This has been provided considering your preference and business requirements.

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

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

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

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TCS Xperience Program

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

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

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

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

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

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

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[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL
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We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



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

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10 Dec 2020

Cognizant Technology Solutions India Private Ltd.
3rd,4th and 6th Floor Athulya Building,
Infopark SEZ,Kakkanad,
Kochi- 682 030

TO WHOM IT MAY CONCERN

Sub: Proof of Employment

Employee Name	: Mr.Joshua Shaji
Employee Id	: 892989
Designation	: Programmer Analyst Trainee
Date of Joining	: 05 Dec 2020
Letter Validity	: 60 days

Thanking you,

Yours Faithfully,

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




Kavitha Sainath
Director – HR
10 Dec 2020

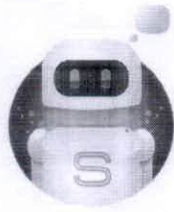
Disclaimer: This document is valid, subject to associate being employed with us.

This e-letter is secure and when printed is deemed to be a valid document issued by Cognizant to its associate.
To verify the content please reach verification@cognizant.com.

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAR
M.Tech, MCA, M.Sc, M.Phil, & Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O - 680 101



Sequantix

Offer of Employment

From:

Sreeja S

Director-HR Operations,
Sequantix Pvt. Ltd.

Letter number: SQX-JOL-110920-001

Dated: 11th of September 2020

To:

Kokul Jose

Dear Kokul

I am glad to offer you the position of Software Engineer with Sequantix Pvt. Ltd. located at: TC 51/1757/1, Ambedkar Lane, Punnakamukal, Aramada PO, Thiruvananthapuram - 695032. Your consolidated Annual salary has been fixed at ₹ 4,20,000/- (Rupees Four Lakhs and Twenty Thousand only) Per Annum. The overall breakup of your salary would be shared with you once you accept the offer

The date of joining would be 14th of September 2020

During the duration of your employment, your responsibilities will include but not be limited to:

1. Developing and delivering software projects for customers
2. Work towards achieving the overall goals of the organization through your day to day activities
3. Partnering the Organization to build the Data & AI Competency

If you wish to accept this offer, please complete, and submit the following documents before the 12th of September 2020. Failing which this offer will be considered null and void.

The documents to be submitted are:

1. Your acceptance letter, it is attached to your offer letter on page 3
2. Copies of the following certificates:
 - a. Completion of Graduation and / or Post-Graduation

Regd. office: TC 51/1757/1, Ambedkar Lane, Punnakamukal, Aramada PO, Thiruvananthapuram - 695032

Website: <https://www.sequantix.com>

Email: marketingteam@sequantix.com

True Copy Attested

[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc. M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

- b. Pre-University certificate
 - c. SSLC or equivalent education board's certificate.
3. Details of any intellectual property ownership.

If there are any patents that you have filed or are in the process of filing, we would request you to share the details of it. This will help us assess the potential conflicts with intellectual property that is currently owned or under development.

We sincerely hope you would join our team and share our dream of changing the way computation shapes the future.

Sincerely,



Sreeja.S

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Regd. office: TC 51/1757/1, Ambedkar Lane, Punnakamukal, Aramada PO, Thiruvananthapuram - 695032

Website: <https://www.sequantix.com>

Email: marketingteam@sequantix.com

Acceptance letter

I am happy to accept the position of Software Engineer with Sequantix Pvt. Ltd. vide offer letter number: SQX-JOL-110920-001 issued on the 11th of September 2020. I am enclosing the requisite documents as specified in my offer letter

Thanks,

Kokul Jose

True Copy Attested

[Handwritten signature]

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Regd. office: TC 51/1757/1, Ambedkar Lane, Punnakamukal, Aramada PO, Thiruvananthapuram - 695032

Website: <https://www.sequantix.com>

Email: marketingteam@sequantix.com



codilar

To
LIYA C GEORGE,

Date: 15-09-2020

APPOINTMENT ORDER

We are glad to offer you an appointment as "**Associate Software Engineer**" in our organization with effective from **21st September 2020**, your monthly salary will be **INR 8000/- in probation period. After probation, your salary will be revised to INR 1,98,600/- PA.** The salary structure is enclosed. Your employment with us shall be governed by the terms and conditions specified in the Employment Agreement annexed hereto as **Annexure A**, and by the other policies of the Company which shall be made available for your perusal and reference from time to time.

1. This offer of employment is based on the information/details furnished by you while considering your candidature. If at any time it comes to the knowledge of the Management that, the information furnished by you are incorrect or if you have suppressed any material facts which you should have disclosed, your services are liable for termination without any notice.
 - a. You shall furnish your address and change of address if any, during the course of your employment. It shall be notified to the Management and it shall be your duty to intimate the same in writing within 3 days from the date of any such change and shall also get the change so affected recorded in the register of addresses maintained for the purpose by the Management. All communication sent to you by the Management at your last given address shall be deemed to have been delivered to you at the correct address.
 - b. You will be on whole time employment in the Organization and shall not engage yourself in any work or business or profession either honorary or otherwise without permission of the Management.
2. Initially you shall be on probation for a period of **FOUR** months w.e.f and the said period of probation shall be liable to be extended **TWO** more months or dispensed with earlier at the discretion of the Management. During or at the expiry of your said probationary period or the extended period of probation, the Management will have the right to terminate your services without any notice or without assigning any reasons thereof. Unless confirmed in writing, you will continue to be on probation.

True Copy Attested

Sunny
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Education Centre



3. You shall not utilize, disclose or divulge to any person, any trade secrets or know-how of the Management of affairs, administrations technology, research and development carried out in the organization.
4. You shall sign and deliver a Copyright Assignment Agreement which is attached as **Annexure 2** to the Employment Agreement and a Non-Disclosure Agreement which is attached as **Annexure 3** to the Employment Agreement, on reporting to duty in this regard.
5. You shall be under training for the initial **4-6** months of contract employment. The training period is subject to change depending on your performance or company requirements. To compensate for the training costs, you are required to serve the company for a minimum of **24 months** including the training period. In case you wish to terminate, you shall be bound to pay the training costs to company which is fixed at **INR 150,000 (One Lakh Fifty Thousand Only)**.
6. You shall be under probation for **4-6** months, during which the employee shall refrain from terminating the employment. In case of termination by the employee, the employee shall pay 1-month salary in lieu of notice in case of termination of your employment post 24 months.
7. You shall not receive any presents, commissions, loans, advances or any sort of gratification or benefit in cash or in kind from any person, party or agency, with which the company has business dealings. It is strictly forbidden.
8. If you are using your personal you are an employee using your own devices such as laptop, mobile phone or any other electronic devices for work purposes, you shall not misuse such devices during work hours. The Company is not liable for any malpractice, downloading any pirated or explicit content or any such practices that are illegal. In case of any act, omission, constituting misconduct you may be placed under suspension. An enquiry or disciplinary action may be initiated against you.
9. Your services will be liable to be transferred from one place to another and /or from one post to another either in the same unit or any sister concerns of the establishment anywhere in India either existing or that may be set up in future.
10. You will be responsible for the safe custody of the resources (tangible and intangible) entrusted to you or comes to your possession and in case of any damage or loss, the management shall have the right to make good of the same from your salary besides taking any other disciplinary actions as may be deemed fit and proper. You shall perform the services and work according to directions/instructions given to you from time to time by your superiors.
11. Even after the confirmation of your services, the Management reserves the right to terminate your services after providing one month's notice or payment of one month's salary in lieu of notice. Similarly, when you opt to leave the services of the company, you may do so by giving two months' notice or surrendering or paying two month's salary in lieu of the notice. This is applicable only after the completion of two years of agreement.
12. Depending on your role at Codilar, you may have access to information systems or tools that enable you to view certain information relating to users, customers & clients and codilar personnel (including your coworkers). These tools are important and necessary to enable you to perform your work effectively and efficiently. However it is of the utmost importance that all Codilar personnel treat this data access with extreme sensitivity and caution. You are only authorized to access this



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13. All employees are expected to not abuse their employment benefits including time off, holidays, insurance, facilities or other benefits we offer.

Apart from above conditions, you will be governed by the rules and regulations of the Company from time to time.

In case the above terms and conditions are acceptable to you, please return the copy of this offer of appointment after affixing your signature in token of your having accepted the same.

Spoorthi

For Codilar

AUTHORIZED SIGNATORY

I have read and understood the above terms and conditions of the employment and agree to them and further undertake to abide by them.

PLACE: Bangalore

DATE: 15-09-2020

SIGNATURE OF THE EMPLOYEE

True Copy Attested

[Signature]

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M Phil, B Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Annexure A
Employment Agreement

Your employment with **Codilar Technologies Pvt. Ltd**, a company incorporated under the Companies Act 2013 and having its registered office at **Sai Manasa, 703, 30th Main Rd, BTM 2nd Stage, Bengaluru, Karnataka 560076** (hereinafter referred to as "**Company**" which expression shall mean and include unless repugnant to the context its successors-in-interest and assigns), shall be subject to the terms and conditions provided herein below and subject to the policies of the Company, as updated from time to time, which are contained in the Employment Handbook/notified on a regular basis.

1. Commencement of Employment

Your employment with the Company shall begin on, **21st September 2020**, and shall be subject to termination as provided hereunder. You will devote your full time, skill and attention to the work and business of the Company, and shall work faithfully, sincerely, diligently, efficiently and to the best of your ability to promote, continue and develop the interests of the Company.

2. Posting/Location

Your posting will be at our office located in **Calicut, Kerala**. But you are liable to be transferred to any of the of the Company's sister companies, associate companies, branch offices or client campuses to which you may be posted on deputation, secondment or transfer. Your duties may also require you to travel in India and to other countries, often at short notice.

- a. Your roles, responsibilities and objectives shall be as described to you during your acceptance. There could be changes in the job description and any promotions. Such changes shall be notified to you via e-mail. The roles and responsibilities set out are only indicative and it shall be your responsibility to carry out all such functions as are ancillary thereto and as may be necessary to effectively complete your objectives.
- b. You agree and acknowledge that the Company reserves the right to vary your roles and responsibilities, from time to time.
- c. You shall report to Mr. **TAMJEED**.

3. Representation and Warranties by the Employee

- 3.1 You represent and warrant that all works created and submitted by you to the Company, including but not limited to Graphics, UX Designs, Logos, Code, Blogs ("**Work**") are, and will be, your original work of authorship and the same does not, and shall not, infringe the copyright, trademark or other intellectual property rights, privacy rights, or any other legal or moral rights of any third party.
- 3.2 You shall ensure that all information contained in your Work is not false, plagiarized, misleading or inaccurate.

True Copy Attested

Dr. SUMAN JOSEPH KALAYATHILAKAL
M. Tech, MCA, M Sc, M Phil, B + 1

- 3.3 You represent and warrant that the Work is not, and may not reasonably be considered to be, defamatory, libellous, hateful, racially, ethnically, religiously, or otherwise biased or offensive, unlawfully threatening, or unlawfully harassing to any individual, partnership, or corporation, vulgar, pornographic, obscene, or invasive of another's privacy.
- 3.4 You represent and warrant that the Work does not incorporate materials from a third party web site unless it is freely available in the public domain. Further, any communication with clients, colleagues and other official communication should be via the official e-mail address only. You shall refrain from using your personal e-mail address.
- 3.5 You represent and warrant that the Work does not contain any viruses, worms, spyware, adware, or other potentially damaging programs or files.
- 3.6 You represent and warrant that you use your best endeavours to promote the interests of the Company; and perform to the best of your ability, in accordance with the directions of the Company, the duties and responsibilities normally associated with your position, and such additional duties and responsibilities for the Company as the Company may from time to time reasonably specify.
- 3.7 You hereby agree to indemnify, defend and hold the Company harmless from and against any losses, costs, expenses, damages of whatsoever nature which may be incurred or suffered by the Company, which arises out of or as a result from any breach of contract, warranty, tort (including negligence) or otherwise of any of his/her obligations or Agreement contained herein.
- 3.8 You agree not to misuse the Company Wi-Fi and other such resources made available to you to access pirated content such as pirated versions of software's, torrents, movies, music and televisions streaming sites, any explicit or pornographic sites and any other prohibited content on the internet. Any misuse, misconduct or illegal activities shall amount to breach of this Agreement. You shall be liable for losses, costs, expenses and damages that may arise out of such a breach.

4. Further you agree and covenant that, you shall:

- 4.1 Undertake the duties and exercise the powers which the Company assigns or vests in you and comply with all lawful orders and instructions given by the Company in this regard;
- 4.2 Observe, comply and implement the Company's rules, regulations and policies as may be in effect from time to time;
- 4.3 Perform the duties and exercise the powers that are assigned to or vested in you from time to time by the Company, in a proper and efficient manner with all due care, skill and diligence;
- 4.4 devote the whole of your time, attention and skill exclusively to the business of the Company during normal business hours and such other hours as are necessary to satisfactorily perform your obligations as stipulated herein;
- 4.5 You further agree and acknowledge that this is an exclusive employment agreement. Accordingly, during your employment, you shall not, without the prior written consent of the Company, directly or indirectly, by yourself or through others, own, manage,
- 4.6 Operate, consult, freelance or be employed /engaged in any other business or profession, with or without compensation

5. Leave and Holidays

- 5.1. You will be entitled **18** days of paid leave every year. You are required to apply for leave in prior before the date on which you wish your paid leave to begin, provided that the number of times in which paid leave may be taken during any year shall not exceed two or such other number as may be agreed upon between the Company and yourself.
- 5.2. In addition to the leave mentioned above, you will be entitled to **12** days of public holidays through the year. These holidays may vary from year to year and are dependent upon the location of your posting. The Company shall notify you of the list of holidays applicable to you.

6. Compensation

- 6.1. In consideration of the services to be rendered by you hereunder during your employment, upon the terms and subject to the conditions set forth herein, you will be entitled to the compensation as set out in **ANNEXURE 1** ("**Compensation Package**").
- 6.2. Your increments and promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance. You will be eligible for an initial increment after the completion of 12 months from the training completed day. (Increment will be giving according to Codilar increment cycle i.e. June or December.)
- 6.4. Payment of all compensation as set out in **ANNEXURE 1** shall be made to you in accordance with the terms thereof and the relevant Company policies in effect from time to time, including normal payroll practices. All such payments shall be subject to withholding all applicable taxes.
- 6.5. You acknowledge and agree that the Compensation remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential.

7. Ethics and Confidentiality

"**Confidential Information**" shall include all trade secrets of the Company, and all information, including any information which relates to the operational, commercial, technical and financial activities of the Company or any such confidential information concerning any other company, or any of its or their suppliers, agents, distributors or customers. It does not extend to information already in the public domain unless such information has arrived there through unauthorized means. During the term of this Employment Agreement, or at any time thereafter, You shall not directly or indirectly, disclose or grant access to the Company's or any of the Company's clients' Confidential Information or systems to any third party, nor shall You use or exploit such Confidential Information for any purpose other than those of the Company or of the clients of the Company. This restriction shall cease to apply to any information or knowledge, which may subsequently come into the public domain other than by way of unauthorized disclosure.

True Copy Attached

Dr. SUNNY JOSEPH BALAYATHANKAL
M.Tech, M.A., M.Sc., M.Phil, B.Ed
Ph.D. (Computer Science), Ph.D. (Maths)
PRINCIPAL

14

All confidential records, documents and other paper together with any copies or extracts thereof made or required by you in the course of your employment with the Company shall be the sole and exclusive property of the Company and must be returned on the termination of your employment with Company. All notes and memoranda of any Confidential Information which shall be acquired, received or made by you during the course of your employment shall be the property of the Company and shall be surrendered by you to someone duly authorized in that behalf at the termination of your employment or at the request of the management at any time during the course of your employment.

To protect the interests of the Company, in furtherance of the provisions herein with regard to "Confidential Information" you will also need to sign the Company's standard "Non-Disclosure Agreement" as a condition of your employment, which is annexed hereto as **Annexure 3** to this Agreement.

We wish to impress upon you that we do not want you to bring with you any confidential or proprietary material of any former employer or to violate any other obligations you may have to any former employer.

8. Your Work and Creations

All rights, title and interest to any Work done by you during the course of your employment with the Company, including any and all intellectual property rights in, and to the Work and any moral rights in, and to the Work, shall be deemed to have been assigned by You to the Company.

You shall:

- (a) Grant and assign to the Company an exclusive, royalty free, worldwide license to use, edit, modify, display and disseminate the work. You shall give the Company and its attorneys all necessary assistance and cooperation in connection with the preparation and prosecution of any application for registration of the intellectual property rights.
- (b) To protect the interests of the Company, in furtherance of the provisions herein with regard to your work and creations, you will also need to sign the Company's standard "Copyright Assignment Agreement" as a condition of your employment, which is annexed hereto as **Annexure 2** to this Agreement.

9. Non-solicitation:

During the term of your employment, and for a period of one (2) year immediately thereafter, you agree not to solicit any employee or independent contractor of the Company on behalf of any other business.

10. Non-competition:

You further covenant with the Company that during your employment with the Company, and for a period of **36 months** after ceasing to be employed with the Company, you will not, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company directly or indirectly carry on or be engaged in any activity or business which shall be in competition with the business of the Company.

11. Non- Infringement:

You further covenant with the Company that during and after ceasing to be employed with the Company, you will not infringe any intellectual property rights of the Company, including the work submitted by you during the course of your employment.

Dr. SUNDAR JOSEPH KALAYATHANKAL
M. Tech, MCA, M.Sc., M.Phil., B.Ed.
Ph.D. (Computer Science) (U. Bangalore)
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12. Termination

After completion of your contract in the Company, your employment may be terminated either by you or the Company by providing a notice period of 3 (Three) months prior written notice. Upon termination, all the confidential information pertaining to the Company shall be returned to the Company within 3 working days.

13. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of India. All disputes and differences whatsoever which shall arise between the parties relating to any matter or the interpretation of this agreement shall be referred to one or more arbitrators, one to be appointed by each party subject to the provisions of the Arbitration and conciliation Act, 1996 at **Bangalore, India**. The decision of the Arbitrator shall be final and binding.

14. Severability

In case any one or more of the provisions contained in these terms and conditions 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 these terms and conditions, but these terms and conditions 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.

15. Amendment and Waivers

This Agreement may be amended only by a written agreement executed by each of the parties hereto. No amendment of or waiver of, or modification of any obligation under this Agreement will be enforceable unless set forth in a writing signed by the party against which enforcement is sought. Any amendment effected in accordance with this section will be binding upon all parties hereto and each of their respective successors and assigns. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. No waiver granted under this Agreement as to any one provision herein shall constitute a subsequent waiver of such provision or of any other provision herein, nor shall it constitute the waiver of any performance other than the actual performance specifically waived.

16. Injunctive Relief

You understand that in the event of a breach or threatened breach of this Agreement by you (particularly, the obligations assumed by you as regards Confidentiality), the Company may suffer irreparable harm inadequately compensable in damages, and therefore, the Company will also be entitled to seek injunctive relief to enforce this Agreement, in addition to all and any other legal remedies which may be available to the Company under applicable law.

17. General

The above terms and conditions, including those in **Annexure 1** to this Agreement (Compensation) **Annexure 2** –(Copyright Assignment Agreement) and **Annexure 3** – (Non-Disclosure Agreement) are based on and subject to the Company's policies, procedures and other rules lay down from time to time.

18. Counterparts

This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will be deemed an original, and all of which together shall constitute one and the same Agreement

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Dr. SUNNY JOSEPH KALAYATHANKAL
M. Tech/MCA, M. Sc, M. Phil, B. Ed

19. Employee acknowledges and agrees that during the 5 years Restricted Period employee shall not, directly or indirectly take away or divert, or attempt to solicit, take away or divert, the business of any client or customer or employee of the Company with the intention or for the purpose of providing services that compete with the services provided by the Company.

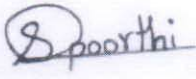
20. Notices.

Any notice that has to be served to the Company or to the employee shall be sent to the addresses mentioned below:


Address of the Company: 2nd floor, Shri Krishna Akshaya, BTM 1st Phase, 27th Main, Ring Road, Above Prerana Tata Motors, Bengaluru, Karnataka 560068

Address of Employee: D/O George CR, Chazhoor House, Pudhurkara, Thrissur, Kerala 680003. D/O George CR, Chazhoor House, Pudhurkara, Thrissur, Kerala 680003

Any change of address should be notified within 5 working days to the respective parties.
The Parties hereto have duly executed this Agreement as of the date and year hereinabove first written.

<p>Codilar Technologies Private Limited</p> <p>By</p> <p>Spoorthi R Junior Operations at Codilar Date: 15-09-2020</p> <p>Sign: </p>	<p>Agreed & Accepted:</p> <p>I have read the terms and conditions set out above and fully understand the same. In accepting employment with the Company, I undertake to conform to the terms and conditions set out above as well as other Company policies, procedures, instructions, etc, as may be communicated to me from time to time</p> <p>By LIYA C GEORGE</p>
---	---

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, U.Ed
Ph.D. (Computer Science), Ph.D. (Maths)

ANNEXURE 1COMPENSATION AND INCENTIVE PACKAGE

Earnings	Amount	Deductions	Amount
Basic	4965	Profession Tax	200
H.R.A	1986	TDS	-
Medical Allowance	1655	Employee PF	596
Conveyance Allowance	1600	Employer PF	596
Special Allowance	6344	ESIC- Employee	124
Total Earnings	16,550	Total Deductions	1,516
Net Total		15,033	

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

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ANNEXURE 2
COPYRIGHT ASSIGNMENT AGREEMENT

THIS COPYRIGHT ASSIGNMENT AGREEMENT is made on **15-09-2020** by and between:

1. **Codilar Technologies Pvt. Ltd**, a company incorporated under the Companies Act, 2013 and having its registered office at **Sai Manasa, 703, 30th Main Rd, BTM 2nd Stage, Bengaluru, Karnataka 560076** (hereinafter referred to as "**Company**" which expression shall mean and include unless repugnant to the context its successors-in-interest and assigns); and
2. **LIYA C GEORGE** an individual, (hereinafter referred to as "**Employee**" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include heirs, executors, administrators, successors and permitted assigns);

BACKGROUND

I understand that the Company is engaged in the business of **Codilar is a growing company that shelves point solutions; aims to engage, resolve and support day to day challenges of e-commerce businesses. With a strong domain expertise in ecommerce portal development as a backbone and handpicked technology leaders, we make a wonderful team driving next generation retail solutions.**

Accordingly it is critical for the Company to preserve and protect its rights in all designs and creations, and in all related intellectual property rights and proprietary information of the Company.

Accordingly, I am entering into this Copyright Assignment Agreement ("**Agreement**") as a condition of the Employment Agreement, whether or not I am expected to create work of value, or generate proprietary information, for the Company.

IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

- (1) **Copyright:** The Employee acknowledges and agrees that any copyrightable works prepared by such Employee will fall within the scope of and during the course of his/her employment with the Company and the Company will be the first owner of such copyrightable works and the copyright therein. The Employee agrees that all the work done or created during the course of his/her employment with the Company, will be the sole and exclusive property of the Company and are hereby irrevocably assigned by the Employee to the Company. The Employee further recognizes the right of the Company, as his/her employer, to the copyright on works made by the Employee in the course of his/her employment with the Company as prescribed under the Copyright Act, 1957, and will in no way dispute or challenge the same.
- (2) **Assignment of other rights:** In addition to the foregoing assignment of all work and creations to the Company, the Employee hereby irrevocably transfers and assigns to the Company: (i) all, copyrights and other intellectual property rights in any work and creation; and (ii) any related rights and derivative/adaptive rights; and (iii) any proprietary information of the Company. The Employee also hereby forever waives and agrees never to assert any and all Moral Rights that he/she may have in or with respect to any work and creation, even after termination of his/her work on behalf of the Company.
- (3) **Assistance:** The Employee agrees to assist the Company in every proper way to obtain for the Company and enforce copyrights and other legal protections for the Company's work.

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M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science) Ph.D (Statistics)

14
and proprietary information in any and all countries. The Employee agrees to execute any documents that the Company may reasonably request for use in obtaining or enforcing such copyrights and other legal protections. The Employee's obligations under this paragraph will continue beyond the termination of his/her employment with the Company, provided that the Company will compensate the Employee at a reasonable rate after such termination, for time or expenses actually spent by such Employee at the Company's request on such assistance.

- (4) **No Breach of Prior Agreement:** The Employee represents that his/her performance of all the terms of this Agreement and his/her duties as Employee will not breach any invention assignment, proprietary information, confidentiality or similar agreement with any former employer or other party. The Employee represents that he/she will not bring with him/her to the Company or use in the performance of his/her duties for the Company any documents or materials or intangibles of a former employer or third party that are not generally available to the public or have not been legally transferred to the Company.
- (5) **Notification:** The Employee hereby authorizes the Company to notify his/her actual or future employers of the terms of this Agreement and his/her responsibilities hereunder.
- (6) **Injunctive Relief:** The Employee understands that in the event of a breach or threatened breach of this Agreement by him/her, the Company may suffer irreparable harm inadequately compensable in damages, and therefore, the Company or any other party as provided herein, will be entitled to seek injunctive relief to enforce this Agreement, in addition to all and any other legal remedies which may be available to the Company under applicable law.
- (8) **Indemnity:** The Employee hereby indemnifies, defends and holds the Company harmless from and against any losses, costs, expenses, damages of whatsoever nature which may be incurred or suffered by the Company, which arises out of or as a result from any breach of contract, warranty, tort (including negligence) or otherwise of any of his/her obligations or Agreement contained herein.
- (9) **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of India. All disputes and differences whatsoever which shall arise between the parties relating to any matter or the interpretation of this agreement shall be referred to one or more arbitrators, one to be appointed by each party subject to the provisions of the Arbitration and conciliation Act, 1996 at **Bangalore, India**. The decision of the Arbitrator shall be final and binding.
- (10) **Severability:** In case any one or more of the provisions contained in these terms and conditions 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 these terms and conditions, but these terms and conditions 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.
- (11) **Amendment and Waivers:** This Agreement may be amended only by a written agreement executed by each of the parties hereto. No amendment of or waiver of, or modification of any obligation under this Agreement will be enforceable unless set forth in a writing signed by the party against which enforcement is sought. Any amendment effected in accordance with this section will be binding upon all parties hereto and each of their respective successors and assigns. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance.

Dr. SUNNY JOSEPH KALAYATHANKAL
Tech, MCA, M.Sc., M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
Attested

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No waiver granted under this Agreement as to any one provision herein shall constitute a subsequent waiver of such provision or of any other provision herein, nor shall it constitute the waiver of any performance other than the actual performance specifically waived.

(12) **Successors and Assigns:** Except as otherwise provided in this Agreement, this Agreement, and the rights and obligations of the parties hereunder, will be binding upon and inure to the benefit of their respective successors, assigns, heirs, executors, administrators and legal representatives.

(13) **Assignment:** The Company may assign any of its rights and obligations under this Agreement. The Employee shall not assign, whether voluntarily or by operation of law, any of his/her rights and obligations under this Agreement, except with the prior written consent of the Company.

(14) **Further Assurances:** The Employee hereby agrees to execute such further documents and instruments and to take such further actions as may be reasonably necessary to carry out the purposes and intent of this Agreement.

(15) **Enforceability:** The provisions of this Agreement shall be enforceable notwithstanding the existence of any claim or cause of action of the Employee against the Company whether predicated in this Agreement or otherwise.

(16) **Counterparts:** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will be deemed an original, and all of which together shall constitute one and the same Agreement.

(17) **Entire Agreement:** This Agreement and the documents referred to herein constitute the entire Agreement and understanding of the parties with respect to the subject matter of this Agreement, and supersede all prior understandings and agreements, whether oral or written, between or among the parties hereto with respect to the specific subject matter hereof.

The Parties hereto have duly executed this Agreement as of the date and year hereinabove first written.

Codilar Technologies Private Limited

By

Spoorthi R

Junior Operations at Codilar

Date: 15-09-2020

Sign:

Spoorthi

Agreed & Accepted:

I have read the terms and conditions set out above and fully understand the same. In accepting employment with the Company, I undertake to conform to the terms and conditions set out above as well as other Company policies, procedures, instructions, etc, as may be communicated to me from time to time

By

LIYA C GEORGE

True Copy Attested

Sunny
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

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Annexure 3
Non-Disclosure Agreement

THIS NON DISCLOSURE AGREEMENT is made on **15-09-2020** by and between:

1. **Codilar Technologies Pvt. Ltd.**, a company incorporated under the Companies Act 2013 and having its registered office at **Sai Manasa, 703, 30th Main Rd, BTM 2nd Stage, Bengaluru, Karnataka 560076** (hereinafter referred to as "Company" which expression shall mean and include unless repugnant to the context its successors-in-interest and assigns); and
2. **LIYA C GEORGE** an individual, (hereinafter referred to as "**Employee**" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include heirs, executors, administrators, successors and permitted assigns)

WHEREAS

- A. In order for the Employee to discharge his/her responsibilities as per the terms and conditions of the Employment Agreement executed by him/her with the Company **21st September 2020** the Company will be providing certain Confidential Information to the Employee.
- B. The Employee acknowledges and confirms that the unauthorized disclosure or misuse of Confidential Information by the Employee may cause substantial direct and consequential loss and damage to *inter alia* the Company, its employees, shareholders and customers.
- C. In return for the Company providing the Employee with Confidential Information and as a pre-requisite to the Employee joining the Company, the Employee agrees to enter into this Agreement and be subject to all its terms and conditions.

IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

- (1) **Confidential Information:** For the purposes of this Agreement, "**Confidential Information**" shall include all trade secrets of the Company, and all information, including any information which relates to the operational, commercial, technical and financial activities of the Company or any such confidential information concerning any other company, or any of its or their suppliers, agents, distributors or customers. It does not extend to information already in the public domain unless such information has arrived there through unauthorized means.
- (2) Subject to the terms and conditions of this Agreement, Company agrees to disclose the Confidential Information to the Employee.
- (3) **Obligation of Non-Disclosure:** The Employee agrees:
 - (a) To retain all Confidential Information in strict confidence and at least to the same extent as it protects its own confidential information of the same nature;
 - (b) Not to disclose any Confidential Information in whole or part to any third party;
 - (c) Not to use the Confidential Information for any purpose other than those explicitly specified in writing by the Company;

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SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D. (Computer Science), Jh.D. Master

- 14
- (d) Not to copy any of the Confidential Information without the prior written consent of the Company; and
 - (e) Not to disclose the existence of this Agreement or any details of the transaction contemplated by this Agreement to any third party.
 - (4) **Non-applicability of confidentiality obligations:** Notwithstanding any other provision to the contrary in this Agreement, the Employee's obligations of confidentiality will not apply to any information which:
 - (a) Prior to disclosure by the Company to the Employee was (i) already publicly available; (ii) received by the Employee from a third party without restriction; or (iii) independently developed by the Employee.
 - (b) After disclosure by the Company to the Employee, (i) becomes publicly available through no wrongful act of the Employee; (ii) is disclosed without restriction to the Employee by a third party who is not in breach of an obligation of confidence owed to the Company; or (iii) is required by law to be disclosed.
 - (5) **Return or Destruction of Confidential Information:** All Confidential Information remains the property of the Company. Upon the Company's request, the Employee must, at the Company's option, either return to the Company or destroy all such Confidential Information together with any summaries of or extracts from such information and all copies or adaptations thereof which the Employee may have in its possession or control, including removal of any such information from electronic storage. Employee must ensure that all parties to whom it has disclosed such information will comply with the Company's request. Employee agrees to give the Company a written notice stating that it has returned or destroyed all Confidential Information in accordance with this clause.
 - (6) Nothing in this Agreement will obligate the Company to disclose any information to the Employee or enter into any other agreement or arrangement with the Employee, nor will it be construed as granting any rights to the Employee.
 - (7) Employee's obligations under this Agreement will survive the termination of his/her employment with the Company regardless of the manner of such termination.
 - (8) **Indemnity:** The Employee hereby indemnifies, defends and holds the Company harmless from and against any losses, costs, expenses, damages of whatsoever nature which may be incurred or suffered by the Company, which arises out of or as a result from any breach of contract, warranty, tort (including negligence) or otherwise of any of his/her obligations or Agreement contained herein.
 - (9) **Governing Law:** This Agreement shall be governed by and construed in accordance with the laws of India. All disputes and differences whatsoever which shall arise between the parties relating to any matter or the interpretation of this agreement shall be referred to one or more arbitrators, one to be appointed by each party subject to the provisions of the Arbitration and conciliation Act, 1996 at **Bangalore, India**. The decision of the Arbitrator shall be final and binding.
 - (10) **Severability:** In case any one or more of the provisions contained in these terms and conditions 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 these terms and conditions, but these terms and conditions shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein and there shall be deemed

DR. SONNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed

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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.

- (11) **Amendment and Waivers:** This Agreement may be amended only by a written agreement executed by each of the parties hereto. No amendment of or waiver of, or modification of any obligation under this Agreement will be enforceable unless set forth in a writing signed by the party against which enforcement is sought. Any amendment effected in accordance with this section will be binding upon all parties hereto and each of their respective successors and assigns. No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance.

No waiver granted under this Agreement as to any one provision herein shall not constitute a subsequent waiver of such provision or of any other provision herein, nor shall it constitute the waiver of any performance other than the actual performance specifically waived.

- (12) **Successors and Assigns:** Except as otherwise provided in this Agreement, this Agreement, and the rights and obligations of the parties hereunder, will be binding upon and inure to the benefit of their respective successors, assigns, heirs, executors, administrators and legal representatives.
- (13) **Assignment:** The Company may assign any of its rights and obligations under this Agreement. The Employee shall not assign, whether voluntarily or by operation of law, any of his/her rights and obligations under this Agreement, except with the prior written consent of the Company.
- (14) **Further Assurances:** The Employee hereby agrees to execute such further documents and instruments and to take such further actions as may be reasonably necessary to carry out the purposes and intent of this Agreement.
- (15) **Enforceability:** The provisions of this Agreement shall be enforceable notwithstanding the existence of any claim or cause of action of the Employee against the Company whether predicated in this Agreement or otherwise.
- (16) **Counterparts:** This Agreement may be executed in any number of counterparts, each of which when so executed and delivered will be deemed an original, and all of which together shall constitute one and the same Agreement.
- (17) **Entire Agreement:** This Agreement and the documents referred to herein constitute the entire Agreement and understanding of the parties with respect to the subject matter of this Agreement, and supersede all prior understandings and agreements, whether oral or written, between or among the parties hereto with respect to the specific subject matter hereof.

The Parties hereto have duly executed this Agreement as of the date and year hereinabove first written.

True Copy Attested

Sunny
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Yours sincerely,

Codilar Technologies Pvt. Ltd

By

Spoorthi R

Junior Operations at Codilar

Date: 15-09-2020

Sign:

Spoorthi

Agreed & Accepted:

I have read the terms and conditions set out above and fully understand the same. In accepting employment with the Company, I undertake to conform to the terms and conditions set out above as well as other Company policies, procedures, instructions, etc, as may be communicated to me from time to time.

By

LIYA C GEORGE

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M Phil, B Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy, Kottayam, PIN-686 011

This Non-Disclosure Agreement ('Agreement') is signed on
effective from your Date of Joining, 9/21/20 (mm/dd/yyyy).

(mm/dd/yyyy) and this document is

BY AND BETWEEN:

Think & Learn Pvt Ltd, having its office at IBC Knowledge Park, 2nd Floor, Tower-D, Bannerghatta Main Road, Bengaluru, Karnataka-560029, (hereinafter referred to as "**Think & Learn**" or "**Company**", which expression shall unless repugnant to the context and meaning thereof mean and include their successors and permitted assigns) of the FIRST PART;

AND

Mr. Manu P S, S/o Mr. Sebastian P A, aged about (22) years residing at Talappilly Subdistrict, puliyanmakal (H), mullurkara (po), kannampara, 680583, mullurkara, Thrissur District, Kerala-680583, India (hereinafter referred to as the "Employee", which expression shall unless it be repugnant to the context or meaning thereof, be deemed to mean and include his heirs, successors and permitted assigns) of the SECOND PART.

WHEREAS

1. The Company is engaged in the business of providing educational services;
2. The Employee, will have access to the confidential and proprietary information of the Company;
3. To maintain the confidentiality of the confidential and proprietary information of the Company, the Employee has agreed to execute these presents.

NOW THIS AGREEMENT WITNESSETH AND THE PARTIES AGREE AS FOLLOWS:

1. In this Agreement, unless the context otherwise requires, the following words and expressions shall bear the meanings ascribed to them below:

"**Documentation**" shall mean notes, memoranda, reports, lists, records, drawings, sketches, specifications, software programs, data, documentation, videos, compact discs containing Coaching Materials, videos relating to conduct of coaching classes or other materials of any nature and recorded in any form, whether written, printed, or in digital format or otherwise, relating to Coaching Materials and any other such material handled, possessed or dealt with by the Employee in course of his employment with the Company.

"**Confidential Information**" means all information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

In addition to the aforesaid definition, the parties set out their express understanding that the term Confidential Information as used in this Agreement includes the following types of material and information (whether or not



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Ph.D (Computer Science), Ph.D (Maths)
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reduced to writing or designated as confidential):

1. **Proprietary Material.** Information relating to the Company's proprietary rights including but not limited to all intellectual property rights, whether registered or not, including the intellectual property rights subsisting in the course content, innovative teaching mechanism, business, technical, financial, operational, data which are of secret and proprietary nature including any memorandum, reports, documents, valuations and any other information provided by the Company (whether on computer disk, visual presentation or otherwise);
2. **Computer software.** Computer software of any type or form in any stage of actual or anticipated research and development, including but not limited to programs and program modules, routines and subroutines, processes, algorithms, codes, application development kits, application program interfaces, design concepts, design specifications (design notes, annotations, documentation, flowcharts, coding sheets, and the like), source code, object code and load modules, programming, program patches and system designs;
3. **Business Operations.** Internal Company personnel and financial information, students names and other student information, purchasing and internal cost information, internal services and operational manuals, and the manner and methods of preparing the Company's business financial statements, analysis, business reports, policies, market survey, market research, human resource data, risk management initiatives, incentive plans, financial projections or personnel matter, employees, investors;
4. **Marketing and Development Operations.** Marketing and development plans, price and cost data, price and fee amounts, pricing and billing policies, quoting procedures, marketing techniques and methods of obtaining business, forecasts and forecast assumptions and volumes, and future plans and potential strategies of the Company which have been or are being discussed;
5. **Product and Content.** The content and courses developed along with the Coaching Material for the Company or its subsidiaries

Records and repositories of all of the foregoing, in whatever form maintained shall constitute Confidential Information.

"Coaching Materials" shall mean any and all Documentation pertaining to the courses offered, conducted or that are intended to be offered by the Company, study materials, teaching methodology etc. relating to the courses conducted by the Company. The term 'Coaching Materials' include all invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or intellectual property right whatsoever or any interest is developed by the Employee in relation to the Coaching Materials (whether or not registered), whether recorded in written, printed, or in digital format or any other form.

All references in the Agreement to masculine gender shall also include feminine gender.

2. The Employee shall not at any time, whether during or after his employment with the Company, reveal to any person or entity any Confidential Information (as defined in Clause 1 hereto), except as otherwise authorized by the Company in writing. The Employee shall maintain secrecy of all matters entrusted to him and shall not use or attempt to use any material provided to him pursuant to his employment, except as may be required in the ordinary course of his employment with the Company. The Employee shall also ensure that he does not use any information or material provided to him by the Company in any manner which may injure or cause loss or may lead to any injury or loss, whether directly or indirectly, to the Company.
3. The Employee shall maintain the Confidential Information in trust and strictest confidence and, except, as expressly set forth herein, shall not disclose any Confidential Information to any third party.

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The Employee further undertakes to protect the Confidential Information in accordance with the policies or instructions provided by the Company for protection of Confidential Information and with a reasonable degree of care.

The Employee shall not make copies or reproductions of the Company's Confidential Information except to the extent necessary for the purposes of performing his/her employment obligations towards the Company, and as may be expressly allowed in advance by the Company in writing from time to time.

The Employee shall ensure that such re-produced forms or copies of Confidential Information are dealt with the same standard and protocol that is applicable to Confidential Information under this Agreement.

4. The Employee acknowledges and agrees that the Confidential Information constitutes a valuable asset of the Company and is a substantial asset of the Company. Further, any material containing Confidential Information, whether created, composed or generated by the Employee is the property of the Company. Where the Employee has any doubt whether any information is Confidential Information, the Employee shall request a determination from his or her supervisor.
5. The Employee agrees to abide by the policies of the Company (as amended from time to time) established for the protection of the Confidential Information, and take such precautions as set out in the policies to safeguard the Confidential Information, including without limitation the protection of Confidential Information from theft, unauthorized duplication, disclosure of contents and restrictions on access by other persons.
6. The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.
7. If at any time during the course of his employment with the Company, the Employee (either alone or with others) makes, conceives, creates, any Coaching Material (as defined in Clause 1 hereto), Documentation or any other material ("**Developed Material**") that (a) relates to the business of the Company or which is made, conceived or created for use in relation therewith; or (b) results whether directly or indirectly from tasks assigned to the Employee by the Company; or (c) results from the use of premises or assets (whether tangible or intangible) owned, leased or contracted for by the Company, such Developed Material shall be deemed to be 'work for hire' and be the sole and absolute property of the Company. To the extent that any Developed Material does not for any reason vest with the Company on creation or is not deemed to be 'work for hire' either by way of operation of law, contract or otherwise, in consideration of his employment with the Company and at no additional cost or consideration, Employee hereby irrevocably assigns and agrees to assign in the future, in perpetuity and on a worldwide basis, (when any such Developed Material is first reduced to practice or fixed in a tangible medium as applicable) to the Company all of the Employee's rights, title and interest in and to all the Developed Materials, and to any and all intellectual property rights therein or relating thereto, including but not limited to all inventions, patents, copyrights or trademarks which relate to such Developed Materials, effective immediately upon their conception, origination, creation, preparation or discovery thereof and determined regardless of the medium of expression thereof. The Employee also unconditionally waives any and all right accrued to him under law or otherwise (whether at present or that may accrue in future) in relation to the intellectual property rights in the Developed Materials, including but not limited to, rights accrued under Section 19(4) and Section 19A of the (Indian) Copyright Act, 1957. The parties further agree, that the failure of the Company to exercise any rights over the Developed Materials as contemplated herein within a year shall not cause the assignment of any rights, as applicable, to lapse and the Parties expressly waive the application of Section 19 (4) of the Indian Copyright Act, 1957. The Employee shall promptly disclose to the Company (or any persons designated by it) each such Developed Material.
8. The Employee shall during the course of his employment with the Company and at any time thereafter, at the request and cost of the Company, promptly sign, execute, all such deeds, documents, forms and instruments

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Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College

and undertake such acts, filings, submissions and other things as the Company and its duly authorized officers may reasonably require:

- (a) to apply for, obtain, register and vest in the name of the Company alone (unless the Company otherwise directs) all intellectual property rights in the Developed Materials in any territory and when so obtained or vested to renew and restore the same;
 - (b) to undertake execution of any documents, instruments or forms or do any such appropriate acts to give effect to the assignment set out under Section 7, if execution of such deeds, documents, forms, instruments or undertaking or such acts, filings, submission or other things is mandatory under law to complete the said assignment.
 - (c) where the Developed Material is not assignable to the Company by operation of law, contract or otherwise, the Employee unconditionally and irrevocably grants to the Company and its affiliates, an exclusive, transferable, irrevocable, perpetual, worldwide, fully paid up and royalty-free license, with rights to sublicense through multiple levels of sublicenses to reproduce, create derivative works of, distribute, publicly perform and publicly display by all means now known or later developed, such Developed Material.
 - (d) to defend any judicial action, applications, oppositions, petitions or other proceedings in relation to the applications, assignments or licenses as set out in Clauses 8 (a), (b) and (c) hereinabove.
9. The Employee hereby agrees that he shall not do or indulge in any of the following, without the prior written consent of the Company:

9.1 Compete: During the course of his employment and for a period of at least two years thereafter, the Employee shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with the Employee's obligations to the Company;

9.2 Solicit Business: During the course of his employment and for a period of at least two years thereafter, the Employee shall not solicit, endeavour to solicit, influence or attempt to influence any client, student or other person directly or indirectly to join/enroll with himself or any person, firm, corporation, institution or other entity in competition with the business of the Company;

9.3 Solicit Personnel: During the course of his employment and for a period of at least two years thereafter, the Employee shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of or directly or indirectly offer services in any form or manner to himself or any Person or entity which is a competitor of the Company.

9.4 The Employee acknowledges and agrees that the restrictions in Clauses 9.1 to 9.3 above are considered reasonable for the legitimate protection of the business and goodwill of the Company, but in the event that such restriction shall be found to be void, but would be valid subject to certain modifications, such modifications will be deemed to be incorporated to these Clauses.

9.5 The Employee acknowledges and agrees that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, irreparable injury.

9.6 Circumvention (either directly or indirectly) to any other party without the previously required written approval of the Company shall be a violation of this Agreement, and the Company shall be entitled to monetary damages and injunctive relief.

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Signature
Dr. SUNNY JOSEPH KAI AYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 551

10. The Employee declares that as of today, he is not a member of the Board of Directors, a partner or employee, nor does he hold any other office, in any other company, body corporate, partnership, or entity whether organized for profit or not. In the event that he is permitted to hold any office, whether for profit or otherwise in such organization, the Employee shall immediately inform the Company and the Employee undertakes to maintain the confidentiality of all information pertaining to the Company, its intellectual property including methodologies, processes and know how, and its business activities and agree to be bound by any other obligations owed to the Company in respect of third parties.
11. The Employee represents that his performance of the provisions of this Agreement shall not breach and/or constitute a breach of the Employee's obligations to any other person and the Employee has not and will not at any time hereafter enter into any oral /written agreement in conflict with the provisions of this Agreement.

The Employee represents and covenants that his performance of this Agreement does not and will not breach any agreement he has entered into or will enter into with any third party, including without limitation, any agreement to keep in confidence proprietary or confidential information acquired by him in confidence or in trust prior to his employment with the Company. The Employee agree not to enter into any written or oral agreement that conflicts with the provisions of this Agreement.

12. Upon termination of employment with the Company for any reason, the Employee will promptly deliver to the Company all the Company's documents and materials pertaining to (i) Employee's employment; (ii) the Confidential Information of the Company or the other entities with which the Company has relationships. The Employee agrees to return to the Company all the equipment, files, software programs and other property belonging to the Company on separation from employment. The Employee will not retain any materials (recorded in any form or medium whatsoever) that evidence, contain or reflect the Confidential Information.
13. The Employee agrees that any breach of this Agreement by the Employee will cause irreparable damage to the Company for which monetary damages shall not suffice and that in the event of such breach, in addition to any and all remedies of law the Company has, the Company shall have right to an injunction, specific performance or other equitable relief to prevent the violation of the Employee's obligations hereunder. Further, the Employee agrees to pay the damages suffered by the Company due to his breach of the obligations under this Agreement.
14. It is agreed that this Agreement does not create any obligation on the Company to continue the employment of the Employee with the Company.
15. The Parties to this Agreement acknowledge that, in executing this Agreement, each Party has had the opportunity to seek the advice of independent legal counsel, and has read and understood all of the terms and provisions of this Agreement.
16. Any notice required or permitted by this Agreement shall be in writing and shall be deemed duly served upon receipt, when delivered personally or by a delivery service, or seventy-two hours after being deposited in the mail as certified or registered mail with postage prepaid, if such notice is addressed to the Party to be notified at such Party's address as set forth in this Agreement or as subsequently modified by written notice.
17. Any waiver by the Company of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of such provision or any other provision hereof.
18. The Company shall have the right to assign this Agreement to its successors and assigns, and all covenants and agreements hereunder shall inure to the benefit of and be enforceable by said successors or assigns.

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Dr. SUNNY JOSEPH KALAYATHANKAL
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Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

19. Each provision herein shall be treated as a separate and independent clause, and the unenforceability of any one clause shall in no way impair the enforceability of any of the other clauses of the Agreement. Moreover, if one or more of the provisions contained in this Agreement shall for any reason be held to be excessively broad as to scope, activity, subject or otherwise so as to be unenforceable at law, such provision or provisions shall be construed by the appropriate judicial body by limiting or reducing it or them, so as to be enforceable to the maximum extent compatible with the applicable law as it shall then appear failing which such provision shall be severable from the remainder of the provisions hereof which shall continue in full force and effect as if this Agreement had been executed with the invalid provisions eliminated. The language of all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning and not strictly for or against any of the parties.
20. Any amendment to or modification of this Agreement, or any waiver of any provision hereof, shall be in writing and signed by the Company. Any waiver by the Company of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach hereof.
21. This Agreement shall be effective as of the date entered below or the date of the Employee commencing his employment with the Company, whichever is earlier. The obligations of the Employee under this Agreement shall survive the termination of his employment with the Company regardless of the manner of such termination and shall be binding upon his heirs, executors, administrators and legal representatives.
22. This Agreement including the Employment Agreement represents the entire agreement between the Parties and cancels and supersedes all prior agreements, arrangements and understandings in respect of employment of the Employee with the Company.
23. This Agreement shall be governed by and construed in accordance with the laws of India and shall be subject to the jurisdiction of the courts in Bangalore.

Date of Joining : 9/21/20 (mm/dd/yyyy)

IN WITNESS WHEREOF, the parties have set their hands on the day and year hereinabove mentioned.

SIGNED AND DELIVERED by the)

the within named Company)

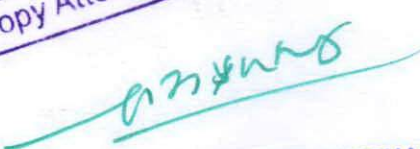
in the presence of :)

SIGNED AND DELIVERED by the)

within named (Manu P S)

in the presence of (Witness))

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

APPOINTMENT LETTER

Date: 21 September 2020

Name: Manu P S

Address: Puliyanmakal (H), Mullurkara (Po), Kannampara, Mullurkara, Thrissur Dist-680583

Dear Mr. Manu P S,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment in our company, on the following Terms and Conditions:

1. Date of Joining & Work Location:

Your appointment becomes effective from the date of joining the services of the Company, which date shall be not later than **21 September 2020**.

Your work location would be **Bangalore** or any other location as assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Department, Designation & Reporting Manager:

Department: - **Business Development**

Designation: - **Inside Sales Associate - Sales**

3. Cost to the Company:

Your annual Compensation including Performance Pay and Benefits is **Rs.800000/-**. Your salary comprises of a Fixed Compensation, Variable Compensation and Other benefits (Refer **Annexure 1** for detailed breakup).

Your salary will be revised yearly based on your satisfactory performance in the company determined at the sole discretion of the Company.

The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

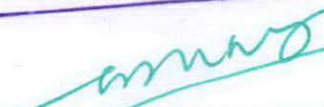
- (a) Provident Fund
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances
- (e) Or any other applicable statutory deductions

The Income Tax Liability with regards your salary and perks will your liability, and will be governed by the tax laws of the country as applicable from time to time.



[Employee's Signature]

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
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Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Lathi Engineering College

Other Benefits

- **Health Insurance Scheme**

You are covered by the group Health Insurance Scheme by ICICI Lombard. This insurance entitles you and your spouse along with two kids towards hospitalization cover as per the policy. The premium for the same will be borne by the company. Parents are not covered for the policy.

- **Expense Reimbursement**

In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

4. Company Policies:

You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.


5. Retirement Age:

The age of Superannuating of an employee from Company Service is 60 years. You shall however, during your employment be required to be medically fit for the work for which you have been employed. As to whether an employee is medically fit, is an issue that will be professionally determined by the Company and the employee shall be bound by such determination. You will accordingly undergo periodic medical examination as and when intimated to you by the Company. The Company shall have the right terminate your services immediately, in the event you are found to be medically unfit to perform your duties and responsibilities.



[Employee's Signature]

True Copy Attested


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Ph.D (Computer Science), Ph.D (Maths)
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Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

6. Termination:

Your services may be terminated in the following manner:

- (i) The Company will be entitled to terminate your services by giving you 1 (one) months' notice in writing, or by payment of one month's salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company one month's notice in writing or one month's salary in lieu of such notice.
- (ii) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- (iii) In the event of your resignation from the services of the Company, you will be required to give the Company 30 (thirty) day's written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

7. Confidential Information:

As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, the Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course material, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in the Company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

True Copy Attested

[Employee's Signature]

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

8. Intellectual Property Rights:

All the Intellectual Property Rights in the material developed by you, class material and related documents shall at all times remain the property of Think & Learn. You shall provide all assistance and execute all deeds and documents required to vest the Intellectual Property Rights with Think & Learn. In the event any of the Intellectual Property Rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such Intellectual Property in perpetuity to Think & Learn. You shall not assert any right, title and interest over such Intellectual Property Rights.

9. Indemnity:

You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- (a) Any act or omission by you;
- (b) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- (c) Any representation or warranty or information furnished to the Company found to be false;
- (d) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- (e) Failure to adhere to the standards/specifications/policies of the Company.

10. General Provisions:

- a) As an employee in the full-time employment of the Company, you are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL [Employee's Signature]
M.Tech, MCA, M.Sc, M Phil, B Ed
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PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

- b) You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h) The Company will deduct taxes as appropriate and consistent with the Indian Tax Regulation. You will be responsible for your tax liabilities under all-applicable tax laws and regulations.
- i) This letter constitutes the complete understanding between you and the Company regarding terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j) All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

True Copy Attested

Sunny
Dr. SUNNY JOSEPH KALAYATHANKAL [Employee's Signature]

M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

Thanking you,



Yours faithfully

Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

ACCEPTANCE

I accept the above mentioned terms and conditions.

Name: Manu P S



Signature:

Date: 21 September 2020

True Copy Attested

Manu P S
DR. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531

Annexure I- Compensation Details

Name	Mr. Manu P S
Designation	Inside Sales Associate - Sales
Date of Joining	21 September 2020
Total Cost to Company (CTC)	800000
Fixed Compensation	500000
Variable Compensation	300000
Total Cost to Employee (CTE)	478400

Component Category	Annual
<u>EARNINGS</u>	
BASIC PAY	250000
HRA*	125000
Statutory Bonus	16800
CONVEYANCE	48000
MEDICAL	36000
PF(employer part)	21600
SPECIAL ALLOWANCE	2600
<u>DEDUCTIONS</u>	
PF(employees part)	As per Rules
PROFESSIONAL TAX	As per Rules
TDS	As per Rules

*For House Rent Allowance, declaration and original receipts to be submitted once a year.

Variable Compensation

Performance Pay

You are eligible for a performance pay of up to Rs.300000/-, which will be paid monthly upon completion of your individual sales targets and performance numbers. The payment is subject to your being active on the company rolls on the date of announcement of the Performance Pay. The Performance Pay is subject to review and may undergo change based on the actual performance of the company and your ongoing individual performance. This allowance is payable based on the company's Productivity/performance, and as such will be treated as productivity bonus in lieu of statutory profit bonus.

True Copy Attested

Dr. Manu P S
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 PRINCIPAL
 Jyothi Engineering College
 Cheruthuruthy P.O.-679 531

[Employee's Signature]


TNL21843292_Manu P S_Byjus NDA & Appointment Letter_21st September,20


Final Audit Report


2020-09-30


Created:	2020-09-29
By:	Byjus Employee Letters (employeeletters@byjus.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnomzG8DtCRZYsV0Kokqgd47Bsl-fTPA


"TNL21843292_Manu P S_Byjus NDA & Appointment Letter_21st September,20" History


 Document created by Byjus Employee Letters (employeeletters@byjus.com)
2020-09-29 - 10:14:57 AM GMT- IP address: 103.240.98.29

 Document emailed to Manu P S (manu.ps@byjus.com) for signature
2020-09-29 - 10:15:02 AM GMT


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 Email viewed by Manu P S (manu.ps@byjus.com)
2020-09-30 - 2:59:06 AM GMT- IP address: 66.249.84.42

 Document e-signed by Manu P S (manu.ps@byjus.com)
Signature Date: 2020-09-30 - 3:06:39 AM GMT - Time Source: server- IP address: 157.46.148.123

 Agreement completed.
2020-09-30 - 3:06:39 AM GMT

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cherthala, Alappuzha, Kerala, India

28-Jan-2020

Dear Maria Ann Toms,
B.Tech/B.E., Computer Science & Engineering
Jyothi Engineering College



Candidate ID – 14000720

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Cheruvu P.O. - 679 531

Annexure A

Name: Maria Ann Toms

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

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paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.


**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://nonecognizant.cognizant.com>->Total Rewards App for more details

True Copy Attested


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Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



APPOINTMENT LETTER

01 Jul, 2020

Dear **Moji V Shajan**,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.01 17:47:04 IST
Reason: Campus Offer Letter
Location: Bengaluru

True Copy Attested

amro
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 803

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sariapur Road E : info@wipro.com



2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035

T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com

True Copy Attested

DR. SUNNY JOSEPH KALATHANKAL
M.Tech, MCA, M.Sc, M.Phil, Ed
Ph.D (Computer Science), Ph.D (Mans)
PRINCIPAL

9277324



- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

True Copy Attested

Amrith

Registered Office:

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Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com

Dr. SURINI JOSEPH KALAYATHANKAL
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Ph.D (Computer Science), Ph.D (Maths)
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Bengaluru 560 035

9277324



- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

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

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

Registered Office:

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

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHILAKAL
M.Tech, MCA, M.Sc, M.Phil, Ph.D
Ph.D (Computer Science), Ph.D (Law)
PRINCIPAL
Anithi Engineering College 9277324



d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **atleast** 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

True Copy Attested

Sunny
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, Ph.D
Ph.D (Computer Science), Ph.D (Quality)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 571

Registered Office:

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

9277324



12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

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

I shall be reporting for duty on __/__/__


Name: _____

Signature: _____ Date: __/__/__

Place: _____



True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Registered Office:

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Sarjapur Road E : info@wipro.com
Bangalore 560 035 W : wipro.com



ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Name:

Date: ___/___/___

Signature:.....

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Registered Office:

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Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com



Offer: Computer Consultancy

Ref: TCSL/DT20195443610/Trivandrum

Date: 13/09/2019

Mr. Muhammad Ashiq Maqbool
Mangalathara HouseMundakottukurussi,
Public Library Mundakottukurussi,
Palakkad-679122,
Kerala.
Tel# 91-9605008321

Dear Muhammad Ashiq Maqbool,

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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/DT20195443610

TATA CONSULTANCY SERVICES

Dr. SUNNY JOSEPH M. YATHANKAL
MCA, M.Sc., M.Phil., B.Ed.
Ph.D (Maths)



Conditions). 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 ₹10,200/- per month.

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 ₹4,080/- 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 ₹7,570/- 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 ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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

True Copy Attested

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TCSL/DT20195443610

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Principal
Jyothi Engineering College
671 531

HRD/1000888856/20-21

December 23, 2020

Ms. Rohini K R
Kanjinghat
Kayiliad
Shoranur-679122
India

Ph: +91-6238771384

Dear Rohini,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **13-Jan-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."


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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Pn.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
MCA, M.Sc., M.Phil., B.Ed.
(Maths)

HRD/3B/20-21/1000570053

September 17, 2020

Mr. Roy Eluvathingal
Candidate ID: 1000570053
House of Joy, Ammadam Road,
Palakkal,
Thrissur - 680027
India

Ph: (91) 8921320784

Dear Roy,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.


We look forward to working with you and wish you success in your career with us.

Warm regards,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/3B/20-21/1000570053

September 17, 2020

Mr. Roy Eluvathingal
Candidate ID: 1000570053
House of Joy, Ammadam Road,
Palakkal,
Thrissur - 680027
India

Ph: (91) 8921320784

Dear Roy,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **September 21, 2020**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

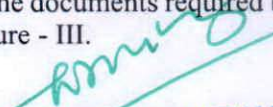
Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of six months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - III.

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for **15** working days of leave annually, during probation. On confirmation, you will be eligible for **20** working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the financial year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement:

Our offer to you as **Systems Engineer – Specialist** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Fixed Gross Salary will be **INR 41,668** per month. The break-up of your salary has been provided in the Compensation Details sheet at Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **20-21** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans




Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College

28-Jan-2020

Dear Vikas P,
B.Tech/B.E., Computer Science & Engineering
Jyothi Engineering College



Candidate ID – 14000666

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
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Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Annexure A

Name: Vikas P

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M. Tech, MCA, M.Sc., M.Phil., B.Ed
Ph.D (Computer Science) (Ph.D(Maths))
PRINCIPAL
Jyothi Engineering College
Kuttuvattur P.O. - 679 531

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.


**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
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PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Fwd: Offer Letter

1 message

Vrindha Vinoj <vrindhavinojabd@gmail.com>
To: ninufrancis@jecc.ac.in

Fri, Feb 26, 2021 at 11:37 AM

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

From: **HR** <hr@cybrosys.com>
Date: Wed, 2 Sept 2020 at 12:56
Subject: Offer Letter
To:

Hi,

Greetings from Cybrosys Technologies Pvt. Ltd.!!!Congratulations on your selection as a **Python/Odoo Developer Trainee at** Cybrosys Technologies.

Cybrosys Technologies is a renowned ERP solution provider and outsourcing company headquartered in Kinfra IT Park, Calicut and we have branches in Infopark, Kochi, Bangalore and London. Cybrosys meets all the specific requirements in software. Within a short span of 10 years, now it is an internationally acknowledged company with a strong customer base around the world.

Your joining has been scheduled on **14th September 2020** at sharp **8.30AM**.Documents to be shared:

- 10th, 12th and graduation Certificates (E-COPY)
- passport size photographs (E-COPY)
- ID proof (E-COPY)

Originals will be given back after verification and copies need to be submitted after lockdown.

Be present in complete formals for the video conference and report at sharp time.**Working hours:** 8.30am-5.30pm (Monday-Friday) & 8.30am-5pm (1st, 3rd & 5th Saturdays)**Holidays:** 2nd, 4th Saturdays & National Holidays

Please confirm the availability by reply email.

Kindly go through the attached links before the joining date:

Python 3 Basics<https://www.tutorialspoint.com/python3/index.htm>***Jquery***<https://www.tutorialspoint.com/jquery/index.htm>***Backbone JS***<https://www.tutorialspoint.com/backbonejs/index.htm>***PostgreSQL***<https://www.tutorialspoint.com/postgresql/index.htm>

Thanks & Regards,

Priya

HR Officer

Mail
Mobilehr@cybrosys.com
+91 9562415404

True Copy Attested

Signature

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531



42Square Technologies

Launchpad for your ideas

January 1, 2021

APPOINTMENT LETTER

Ms. Flower Maria Varghese
Kidangan Manalookaran House
Kunnathangadi
Velathur P.O
Thrissur
Kerala - 680012

Dear Flower,

We are pleased to appoint you as Software Developer - Trainee with 42SQUARE TECHNOLOGIES, (hereinafter the "Partnership Firm") in furtherance to the Offer Letter. This Letter of Appointment supersedes all other communications made to you prior to the date of issue of this letter. Your date of joining shall be effective January 1, 2021.

Brief details of the terms and conditions of the Letter of Appointment are as follows:

1. Place of Work

Your place of work shall be at Office No.9, Business Centre, Transasia Building, SEZ Infopark Phase II. However, you may be required to work anywhere in India or overseas as the Partnership Firm directs as and when required, based on the exigencies of work which shall be intimated to you with prior notice.

2. Emoluments

Your Annual salary shall be INR 2,40,000/- (Two Lacs Forty Thousand Only) which shall be inclusive of all other benefits as per the Partnership Firm policy and other allowances and statutory benefits as per the law in force. In addition, you will be reimbursed per annum a maximum of Rs. 24,000/- towards medi-claim policy premiums paid for self and family until the Partnership Firm decides to insure all its employees under a group medi claim scheme. A detailed break up of your salary shall be issued to you as separate annexure in the Employment Agreement.

3. Confirmation

You shall be on probation from the date of joining for a period of six months. On successful completion of probation period, you shall be confirmed in the service of company in writing.

4. Employment Agreement

You shall be required to sign a separate Employment Agreement and such other Agreements/Policies of the Partnership Firm which will be issued to you on the date of joining. The Terms and Conditions of your employment shall be as per the Employment Agreement.

True Copy Attested

Dr. JEREMY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Cheruthuruthy Engineering College
Cheruthuruthy P.O. - 679 531



www.42square.ai

42Square Technologies
Office No:9, Business Centre,
Transasia Cyber Park, Infopark SEZ
Phase - II, Ambalamedu P.O., Kochi,
Kerala - 682023, India

+918078186103
partners@42square.ai

22nd March 2019

Conditional Offer Letter

Abhishek Achuthankutty
F2, Alakananda Residency,
K.V. College Road, Chungam - Ayyanmole,
Thrissur - 680003

Dear Abhishek,

Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion Technologies (India) Pvt. Ltd.

You will be entering to the official *Initial Learning Program (ILP)* organized by Experion, as soon as you complete your university examinations.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be placed on probation for a period of 6 (six) months as '**Associate Software Engineer**' at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 360,000/-** (Rupees Three Lakhs and Sixty Thousand only) per annum cost to the company.
3. Your job location shall be either at our **Thiruvananthapuram (Technopark)** or **Kochi (Infopark)** office based on our project requirements at the time of joining the Company.

True Copy Attested

Experion Technologies (India) Pvt. Ltd.
407, 4th Floor, Thejaswini Technopark
Trivandrum - 695 581, Kerala
www.experionglobal.com

T: +91 471 304 317
F: +91 471 304 314
hr@experionglobal.com
CIN: U72200KL2006

SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

4. You will be required to sign a **Service Commitment Agreement** on joining, wherein you agree that you shall continue to serve the Company for a minimum period of two (2) years from the date of joining, failing which you shall pay a sum of Rs.200,000/- (Rupees Two Lakhs only) as liquidated damages to the Company.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

We welcome you to build an exciting career with Experion Technologies and wish you luck and a very bright career with us.

For Experion Technologies (I) Pvt. Ltd.,

Jijo Joseph
AGM – Human Resources

I, ADHISHER ALUTHANICUTTY, acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

abhy
Signature

03/04/19
Date

True

amman

Experion Technologies (India) Pvt. Ltd.
407, 4th Floor, Thejaswini, Technopark
Trivandrum - 695 581, Kerala
www.experionglobal.com

T: +91 471 3047317
F: +91 471 3047314
hr@experionglobal.com
CIN: U72200KL2006PTC019336

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PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Date: July 11, 2019

To,
Anand A MCONDITIONAL OFFER LETTER

Further to the discussion you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") at a compensation of Rs.3,00,000/- per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:

1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.
2. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training.
3. This appointment is subject to being found medically fit to take up this Job.
4. Please be aware that this letter does not constitute a guarantee or contract of employment.
5. As a token of acceptance please sign the duplicate copy of this letter and return to us.
6. Your exact date of joining will be officially communicated to you later. The tentative date of joining will be on or after August 2019.

We look forward to working with you to create an exciting and a mutually rewarding association.

Sincerely,

Speridian Technologies Pvt. Ltd.
Human Resources

Dr. SUNNY JOSEPH KALAYATHANKAL
M. Sc. M. Phil. B. Ed
Ph.D. (Maths)
Speridian Technologies Private Limited

CIN:U72200KL2005PTC018542 675 531

G2, Thejaswini Technopark, Trivandrum, India 695 581
Tel: +91 471 270 0526 Fax: +91 471 252 7525 | www.speridian.com

Arun Nair

Edamarathodi Puthen Veedu,

Nellaya P.O

Palakkad, Kerala

Dear Arun,

Subject: Employment with FINGENT GLOBAL SOLUTIONS PRIVATE LIMITED, KOCHI

Congratulations, on behalf of FINGENT Global Solutions Private LTD, Kochi (referred as FINGENT in this letter to you). We are very pleased to offer you a position within our organization. Your employment will be governed by the rules, regulations and policies of FINGENT.

The following terms and conditions are applicable to you:

Position:

You are appointed to the position of **Junior Software Engineer**.

Reporting:

You will report to the COE – Training

Date of joining:

Your start date in the position might be **1st July 2019** as agreed with you.

Station of your assignment:

Your position as of now will be based in **Kochi**. Should there be a need for change from the existing location that you are assigned, it will be communicated to you.

Probation & Training:

The first six months of your appointment to this position will be the probationary/training period. We will review your progress in the position on a regular basis and provide you with regular feedback. Based on the job requirement, you may have to attend a training program that would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on your job requirements. Your confirmation will be based on your positive contributions to the objectives laid down to you. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with FINGENT is subject to your meeting the qualifying criteria during and at the end of the training. We will be in a position to confirm continued employment upon successful completion of the probationary period.

Work Timings:

Your normal hours of work are from 9:00 a.m. to 6:00 p.m., Monday to Friday. However, you would be required to work extended hours, if required, to support important clients or any other critical needs of FINGENT. You will receive additional time off to compensate the extended hours of work and will be allocated to you by your manager.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
Ph.D. (M.Sc. M.Phil, B.Ed. (English, Science), Ph.D (Maths))

Principal
Engineering College

PO - 679 531

Fingent Global Solutions Private Ltd

www.fingent.com

Leaves:

You are entitled to 12 paid leaves in a year, which includes your casual leaves. You can also avail 10 medical leaves annually, provided adequate medical certificate is furnished.

The employee is not entitled to leaves during his/her training period. However, after completion of the training period you are entitled to leaves as mentioned above.

Minimum Period of Service:

The employee is required to serve company and carry out the assigned duties for a minimum period of 18 (Eighteen) months. In case of any breach in the minimum service period, the Employee will be liable to pay the company his/her salary for eighteen months i.e. Rs. 22,536*18 months which results to Rs. 4,05,648/- towards training cost reimbursement.

Remuneration - Fixed

Your total payments towards cost to company will be **Rs. 2, 70,428 per annum** (Rupees Two Lakhs Seventy Thousand Four Hundred and Twenty Eight only per annum). Attached you will find a detailed breakup in Appendix A. You will be paid once in a month in accordance with **FINGENT's** standard payroll practices. A basket of allowances will be paid to you as part of your salary every month. The components could vary from House Rent Allowance, Project Allowance, Travel Allowance or other miscellaneous allowances as applicable. These allowances are paid to support your different needs and help you to smoothly function in your job.

Termination of Employment:

During the probation period, if your performance is found to be unsatisfactory or if you do not meet the prescribed criteria in achieving your objectives during this period, your employment can be terminated by **FINGENT** without assigning any reason giving you with one week notice. During Probation period you will be required to give one months' notice or basic salary thereof, in case you decide to leave our services. **On confirmation as a regular employee**, you will be required to give three months' notice or basic salary thereof, in case you decide to leave our services. However, in the event of you having any incomplete assignment during your notice period, **FINGENT** will have the full discretion to hold and only relieve you at the **end of the notice period** or even extend your notice period, should it be deemed necessary. Similarly, **FINGENT** can terminate your services once you are confirmed in continued service, by giving you three months notice or basic salary thereof. **FINGENT** reserves the right to **terminate your services immediately on disciplinary grounds**, should any of your actions tantamount to Gross Misconduct.

Return of property:

Upon termination of this contract, you will have to return all assets & documents which include but not limited to keys, records, notes, memoranda, models, equipment etc., which were in processions, custody or authority during the course of your work with **FINGENT**.

Taxation:

FINGENT will withhold all appropriate taxes from your salary and remit the same to the concerned authorities on time. These details, if any, will be communicated to you. Please note that you are liable to pay/ submit/ furnish/ file your individual tax returns.

Ethics:

Our ethical principles are the values that set the ground rules for all that we do. By visibly and continually reaffirming our commitment to the highest standards of business behavior and providing employees with sound guidance when questions arise, we instill an ethic in our organization that allows individual employees to exercise their very best judgment.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL

M.A., M.Sc., M.Phil., B.Ed.
(Education Science), Ph.D (Maths)

PRINCIPAL

Engineering College

Fingent Global Solutions Private Ltd

www.fingent.com

Code of Conduct:

As an express condition of your employment with **FINGENT**, by accepting this offer letter, you thereby agree to read and fully understand the clauses mentioned in the employee policy manual, and unconditionally abide by the principles and guidelines in the employee policy manual as set by **FINGENT**, which is published in the company shared site (<https://sites.google.com/a/fingent.com/talent-engagement/>). It is only through following these principles we can continue to foster a positive environment of mutual trust and respect, and create a community that promotes individual growth, self-management and accountability. Further the future amendments to the said employee policy manual will be communicated to you and you are bound to obey the same.

Invention and Copyright Agreement:

You acknowledge that the following belong to FINGENT.

- All inventions, discoveries and novel design whether or not register able as designs or patents.
- All writings (including programs), artwork and other copyright works referred to above and if required by **FINGENT**, assign to **FINGENT** any other inventions, discoveries, designs or copyright works devised or created by the employee whilst employed by **FINGENT** and which may touch upon the future or present business or products of **FINGENT** and its related companies.
- You shall both during and after employment do all such acts and things, and sign all documents, as **FINGENT** or its solicitors may reasonably request to secure **FINGENT**'s ownership or rights in the inventions, discoveries, designs or copyright works referred to above.

Background Checks:

FINGENT may at its discretion, conduct background checks prior to or after your joining date to validate your identity, the address provided by you, your education qualifications presented and your prior work experience, to conduct any criminal checks or any other checks as deemed necessary. You expressly consent to **FINGENT** conducting such background checks on you. If the **FINGENT** is not satisfied, in its sole discretion, with the outcome of the background checks, **FINGENT** reserves the right to withdraw this Offer without notice and Compensation or even to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and **FINGENT** feels the need to further validate such facts **FINGENT** may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the **FINGENT**, in advance of initiating appropriate action. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

Non-Compete Agreement:

By accepting this offer of employment with **FINGENT**, you wholly agree to the following terms and conditions (but not limited to) as expressed below and acknowledge explicitly that this is a material condition of your employment.

1. In consideration of the above, you solemnly agree that for a period of one year, following the termination of your employment with **FINGENT**, for any reason, you will not:
 - a. Accept any offer of employment or any assignment, temporary or permanent in nature from any of the customers (past or present) associated with **FINGENT**, where you have working or currently working in a professional capacity with that Customer within twenty four (24) months immediately preceding the termination of your employment with **FINGENT**.

True Copy

Dr. S...

Fingent Global Solutions Private Ltd

www.fingent.com

- b. Accept any offer of employment from a Competitor of **FINGENT**, if such employment would involve you having to work with a Customer with whom you had worked in the twenty four (24) months immediately preceding the termination of your employment with **FINGENT**.
2. You explicitly confirm that you or any members of your family or relatives does not own or are a part or associated with any firm or body which functions as a direct or indirect competition with **FINGENT**.
3. You will not willingly commit or take up any employment (or assignment) by way of part time /regular /freelance with any other organization or body during your employment with **FINGENT**.
4. You agree to acknowledge and sign, apart from this acceptance made by me in this offer letter, any other dedicated or subsequent agreements to this understanding, which **FINGENT** will issue to me once I join.

Confidentiality Agreement:

During the course of your employment with **FINGENT**, you will be entrusted with confidential and proprietary information. You agree that such information will not be released or divulged, whether directly or indirectly, unless authorized by **FINGENT**, required by law, or through the express written consent of **FINGENT** given under the hand of the proper officer with authority to give such consent). You agree to acknowledge and sign apart from the acceptance made by me in this offer letter, any other dedicated or subsequent agreements to this understanding, which **FINGENT** will issue to me once I join.

Other Terms and Conditions:

By accepting this offer, you also acknowledge and agree that you have understood the terms and conditions and shall abide the above unconditionally. Any violation of the above terms and conditions agreed and accepted by you will attract both legal and disciplinary actions against you.

Effective Date:

The terms of this offer shall come into effect on your first day of employment with **FINGENT**

We would ask that you review the contents of this offer carefully. If the terms of employment as set out in this agreement are acceptable to you, please sign and return a fully signed copy to my attention by **1st July 2019**.

Welcome to **FINGENT Global Solutions PVT LTD**. We wish you a long, rewarding and fulfilling career and look forward to your joining us. We hope that you find the terms of this offer reasonable and attractive.

Please feel free to contact me if you have any questions at 0484-4055006.

Yours truly,



Varghese Samuel
Managing Director

True Copy Attested

Dr. SUNNY KALAYATHANKAL
M. Ed
Ph.D. (Maths)
Principal
College
0484-679531

Fingent Global Solutions Private Ltd

www.fingent.com

Appendix A: Total Cost to Company Breakup

Name:
Designation:

Arun Nair
Junior Software Engineer

Salary Structure	Salary Breakup per Month	CTC Breakup per Annum
Components	Amount (Rs)	Amount (Rs)
Earnings		
Basic Pay	6300	75604
House Rent Allowances	2520	30242
Travel Allowance	1600	19200
Medical Allowance	1250	15000
Project Allowance	9331	111966
Gross Salary	21001	252012
Statutory Contributions		
Employer Contribution to Employee Provident Fund (EPF)		13176
Employer Contribution to Employee Welfare Fund (EWF)		240
Employer Contribution to Employee State Insurance (ESI)		0
Other Benefits		
Employer Contribution to Medical Insurance		5000
Sub Total (B + C)		18416
Total Cost To Company (A + B + C)		270428

Deductions

An equivalent amount of Employer PF/Voluntary Contributions per month will be deducted from Salary towards Employee contribution to PF
Voluntary Contribution to Provident Fund can be made up to 100% of the Basic Pay according to EPF Act.

The TDS will have to be worked out based on your investments for the current financial year.
Taxes such as Professional Tax will be extra.

An equivalent amount of Employer Contribution to EWF per month will be deducted from Salary towards Employee contribution to EWF

Fingent Global Solutions Private Ltd

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Maths)

fingent.com www.fingent.com

Benefits

Statutory Benefits

Employee Provident Fund:

You will be covered under Employee Provident Fund Act 1952 and respective amounts will be deposited to your EPF account, as per the statutory rules.

Employee State Insurance:

Based on the criteria set, you are eligible for Employee State Insurance under Shops And Commercial Establishment Act 1960. Respective amounts will be deposited to your ESI account, as per the statutory rules, and as and where it is applicable.

Employee Welfare Fund:

You are eligible for Employee Welfare Fund Benefits under Shops And Commercial Establishment Act 1960. Respective amounts will be deposited to your EWF account, as per the statutory rules.

Other Benefits

Group Medical Insurance Benefit:

Rs 2 Lakhs Family Floater Plan

Floater Cover of Rs 2 lakhs for employees, Spouse and maximum of 3 kids will be completely contributed by Fingent.

Fitness Reimbursement:

Under Fitness Reimbursement policy you will be eligible for a monthly reimbursement up to Rs. 1000/- per month or cost of membership for one month on company selected gyms, whichever is lesser, irrespective of the payment being made monthly/ quarterly/ yearly.

True Copy Attested

Dr. SUNNY MATHANKAL
M.T. B Ed
Ph.D (Maths)

Page
31

Fingent Global Solutions Private Ltd

Office: Phase 1, C-1, Kollam Road, Kollam-686042, Kerala, India

Tel: +91 94471 33000 Fax: +91 94471 33001 www.fingent.com



PUMEX INFOTECH PVT LTD

12th April, 2019

Ms. Anju Maria K B
Kizhour House,
Nhamanghat P.O, Vylathur,
Thrissur, Kerala - 679563

Dear Anju,

Sub: Appointment Letter

With reference to your application and subsequent interview we had with you, we are pleased to offer you the position of **Software Engineer - Trainee** and your initial location will be at Kochi on terms and conditions stipulated below:

1. The appointment will be effective from the date of joining our Organization.
2. You will be on probation period of six months and may be confirmed as a permanent employee upon successful completion of your probation period as per HR Policy of Pumex.
3. Your Salary during probation will be **INR: 10,000 /- Per month.**
4. **Leave:**
Leaves applicable will be as per HR policy of Pumex.
5. **Joining:**
Your effective date of appointment shall be **15th July, 2019.**

You are liable to be transferred to any of our branches, development centers or sister concerns whether in existence or which may come into existence hereafter anywhere in India or abroad.

6. You are expected to service a minimum period of one year for the mutual benefit of the organization and yourself. No experience certificate will be provided in case of leaving the services within this period except for special cases approved from the Managing Director /Chairman.
7. If you are unable to complete the one year of employment as committed with the company he/she is liable to compensate with **INR 25,000/-**. For this, your first 5 months' half salary (ie. **INR 5000/-**) will be held by company. Once your one year is completed this amount will be transferred to your account.
8. **Duties:**
You will have to perform whatever duties allotted to you by the Company or any authority appointed in this behalf and during such hours as may be prescribed by them. Such duties and hours of work may vary from time to time according to discretion of the authorities.

Address: Trans Asia Cyber Park, 10th Floor A1, Infopark Phase II - SEZ, Puthencruz, Kochi - 682303
Registered Office: 3-B, Suburban Heights, Cochin University PO, Kochi - 22

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
(Computer Science), Ph.D (Maths)
PRINCIPAL
Engineering College

9. Obligation:

You will have to carry out your duties in the best and efficient manner as directed by your superior officer. You are expected to co-operate with the other staff in an amicable manner so as to secure harmony and smooth working. You will not commit any act, which would in any way affect your responsibility or capacity for work or dignity of your position.

You will not divulge to anyone in any form documentary or otherwise, any information or particulars or details of any trade or business or any other matter concerned therewith or any trade secrets or processes which may come to your knowledge by reason of your being an employee of the company and you will always keep secrecy of all information in respect of the company and business conducted in the company's office.

10. General Conditions:

You will be bound by the rules and regulations of the Company as enumerated in the IT and HR policies and such other rules and regulations promulgated by the Company from time to time.

You shall devote your whole time, attention and ability to the affairs of the Company to manage, supervise and to improve the business/trade/calling to the utmost of your skill, abilities and capabilities and will do and perform all such acts, deeds and things connected therewith as the employer shall, from time to time, direct or which will be in the best interest of the employer and the business.

11. Termination of Service:

Breach on your part of any terms & conditions of this appointment and any other rules made applicable to you as per HR and IT Policy of the company, will entail termination of your employment without notice.

However, your services can be terminated by either side by giving one month notice to the other in writing or salary in lieu of notice. Either side need not assign any reason for such termination.

12. Submission of Documents:

At the time of joining the following documents in original along with a photocopy of each should be submitted for verification

- o Secondary School Certificate
- o All Degree Certificates & Mark sheets
- o Proof of age
- o Relieving letter from the current employer (if applicable)
- o Latest Pay slip (if applicable)
- o Certificates of experience till date



PUMEX INFOTECH PVT LTD

This offer will not be effective (a) if the information declared by you in your resume and represented by you during your meetings and discussions with us, is found to be false, information is found to have been suppressed or misleading, and (b) if we obtain unsatisfactory references about your character and performance.

At any time during your employment with the company, if you fail to satisfy conditions (a), (b) above, the company may exercise its right to terminate your employment.

In accordance with the standard practice of the Company, we request you to treat the Terms of your employment as confidential.

As a token of your having accepted the above terms and conditions of your appointment, kindly sign the duplicate copy of this letter including putting your initials on each page and return to us.

Welcoming you to this organization and wishing you a successful career.

Yours faithfully

For Pumex InfoTech Pvt Ltd.

Dr. Babu T. Jose
Managing Director

Acceptance of the appointment

I, Anju Maria, confirm acceptance to the appointment and agree to the terms of employment set out in this letter.

Signature _____ Date _____ Time _____

Address: Trans Asia Cyber Park, 10th Floor A1, Infopark Phase II - SEZ, Puthencruz, Kochi - 682303
Registered Office: 3-B, Suburban Heights, Cochin University PO, Kochi - 22

Dr. SUNNY JOSEPH KALAYATHAL
M.Tech. MCA, M.Sc, M.Phil, B.Ed
(Computer Science), Ph.D (Maths)
PRINCIPAL
Engineering College



23 March 2019

Intent to offer Employment

Dear Ancy Sunny P,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC): 3 LPA**
- **Location: Bangalore/Belgaum/Trivandrum**
- **Working Hours : 47.5 hours/week (9.5 hours/day)**
- **Bond: 2 years**

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- **Background Verification Check.**
- **Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining**

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global

***Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.**

True Copy. All rights reserved.

Dr. SUNNY JOSEPH KALAYATHAN
MCA, M.Sc, M.Phil, B.Ed
(Science), Ph.D (Maths)
Principal
Engineering College
P.O.-679531

[Signature]

Annexure - I

Compensation & Benefit Details

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	10000	120000
(B) House Rent Allowance (HRA)	4000	48000
(C) Conveyance Allowance (CA)	1600	19200
(D) Leave Travel Allowance (LTA)		
(E) Food Coupon		
(F) Telephone / Internet Allowance	600	7200
(G) Medical Reimbursement		
(H) Other Allowance	3856	46272
(I) GROSS SALARY (I=A+B+C+D+E+F+G+H)	20056	240672
(J) Employer Contribution to Provident Fund (PF)	1200	14400
(K) Employer Contribution to Gratuity	481	5772
(M) RETIREMENT BENEFITS : (M=J+K)	1681	20172
(N) Employer Contribution to Medical Insurance Premium	673	8076
(O) Bonus / Ex-Gratia	1400	16800
(P) FIXED GROSS SALARY (FGS): (P=I+M+N+O)	23810	285720
(Q) TOTAL VARIABLE PAY (TVP)**		14280
(R) TOTAL GROSS SALARY (TGS) : (R=P+Q)		300000

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

True Copy

Annexure



Karthik

****Total Variable Pay** includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

*****Shift Allowance** will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in morning shift. For other shifts, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change. -Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR 300000
- Group Personal Accident Insurance cover of INR 1000000
- Group Term Life Insurance cover of INR 1500000
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice

True Copy At

looms



K. V. K. VATHANKAL



LETTER OF INTENT

Date: April 3, 2019

Name: Bini Maria Benny Joseph

Dear Bini Maria Benny Joseph

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate at **Coimbatore** facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. **158950/- per annum** The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

Tower B- 3rd Floor, India Land Tech Park Private Limited , Chill SEZ Area,
Keeranatham Village , Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu
Tel: +91-422-666 5000

True Copy Attested

Dr. S. J. JOSEPH KALENDRA
M.Tech, MCA, M.Sc, M.Ed, Ph.D
Ph.D (Computer Science), Ph.D (Maths)
CIN: U72200KA2004FTC034233
www.amazon.com

amazon[®] | Development Centre India

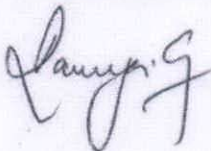
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on csrecruiting-coimbatore@amazon.com

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**



Ramya Galla
Recruitment Manager, CS HR

ACCEPTANCE OF LOI

I accept the terms set forth in this letter with the company:

Signature

Date

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Tower B- 3rd Floor, India Land Tech Park Private Limited, Chil SEZ Area,
Keeranatham Village , Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu

Tel: +91-422-666 5000

www.amazon.com

CIN :U72200KA2004FTC034233



ULTS/TX/LOI/06-2019/040

Date: 12th June 2019

Letter of Intent for Employment

To
Emmanuel Wilson
Jyothi Engineering College

Congratulations!!

We welcome you to UL Technology Solutions, Pvt Ltd. We are confident that you will build a long and mutually rewarding career with us. We believe it is individuals like you who can make the difference and along with all of us build a world class company. ULTS is focused on delivering high value solutions to its customers with cutting edge technologies including Blockchain, AI & IoT along with other areas like IMS, GIS and Application Development.

At ULTS, we strive to be the partner of choice of all our clients to make them become exemplary achievers in their respective industry. We are committed to providing an exciting work environment to our employees where their skills are fostered, innovations thrive and potentials culminate.

We are glad to consider your candidature for an offer of Employment as a **Graduate Engineer Trainee**.

As a Graduate Engineer trainee, you will be on probation for a period of 1 year, during which your compensation will be Rs.2.05 Lakhs per annum (CTC). Upon successful completion of probation period, you will be promoted to **Associate Engineer** role with a salary of Rs.3.3 Lakhs per annum.

Your date of joining will be communicated to you in subsequent mails and joining location will be Calicut (Kozhikode), Kerala. However, after completion of training, you might be posted to any of our delivery centres in Calicut, Bangalore or Trivandrum, depending on the project to which you will be assigned. You will be trained on technology areas based on the business needs.

ULTS provides long term career opportunities for every ULTS employee. We sincerely hope that you will grow with us and build an outstanding institution.

Thanking you.

Achin

Achin Kumar Das
Chief Talent Officer

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531



Proprietary by ULCOSS Ltd.

Madappally College (P), Vatakara, Kozhikode (District), Kerala - 673102

Phone: 0496 2514042, 0496 2515402, Fax: 0496 2515402 | www.ulcoass.com

HRD/3T/19-20/10919321

July 30, 2019

Ms. Delma Davis
Candidate ID: 10919321

Dear Ms. Delma Davis,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **February 17, 2020**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

True Copy

[Handwritten signature]

Dr. Jyothi Engineering College
Cheruthuruthy P.O. 686531
Principal
M.Sc., M.Phil., B.Ed.
(Computer Science), Ph.D (Maths)



HRD/3T/19-20/10919320

Ms. Delma Davis
Candidate ID: 10919320

July 30, 2019

Dear Ms. Delma Davis,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EYP and Head Human Resources – Infosys Limited

True Copy Attested

Sunny

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Mathematics)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary	722			
FIXED GROSS SALARY (1+2+3)	25,000			
TOTAL GROSS SALARY	25,000			
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary				722
FIXED GROSS SALARY (FGS) (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%	
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000	
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science) Ph.D (Maths)

HRD/3T/19-20/10919322

July 30, 2019

Mr. Dileep Thankachan
Candidate ID: 10919322

Dear Mr. Dileep Thankachan,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be February 17, 2020.

Location

Your location of training is Mysore, India. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

True Cop.

[Signature]



HRD/3T/19-20/10919321

Mr. Dileep Thankachan
Candidate ID: 10919321

July 30, 2019

Dear Mr. Dileep Thankachan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

True Copy Attested

INFOSYS LIMITED
CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR, per month)				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary	722			
FIXED GROSS SALARY (1+2+3)	25,000			
TOTAL GROSS SALARY	25,000			
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

True Copy Attested

[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS			
Scheme	Eligible Amount in INR.	Interest	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/loan allowance policy at that time.			
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act			

True Copy Attested





23 March 2019

Intent to offer Employment

Dear F-Ajaz,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee_Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC):** 3 LPA
- **Location:** Bangalore/Belgaum/Trivandrum
- **Working Hours :** 47.5 hours/week (9.5 hours/day)
- **Bond:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

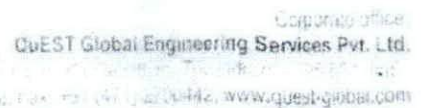
For QuEST Global

***Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.**

Dr. SUNNY JOSEPH KALATHURUTHY
M.Tech, MCA, M.Sc., M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
Principal, Engineering College
Keruthuruthy F.O.-679505

This Copy Attested

[Handwritten signature]



Compensation & Benefit Details

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	10000	120000
(B) House Rent Allowance (HRA)	4000	48000
(C) Conveyance Allowance (CA)	1600	19200
(D) Leave Travel Allowance (LTA)		
(E) Food Coupon		
(F) Telephone / Internet Allowance	600	7200
(G) Medical Reimbursement		
(H) Other Allowance	3856	46272
(I) GROSS SALARY (I=A+B+C+D+E+F+G+H)	20056	240672
(J) Employer Contribution to Provident Fund (PF)	1200	14400
(K) Employer Contribution to Gratuity	481	5772
(M) RETIREMENT BENEFITS : (M=J+K)	1681	20172
(N) Employer Contribution to Medical Insurance Premium	673	8076
(O) Bonus / Ex-Gratia	1400	16800
(P) FIXED GROSS SALARY (FGS): (P=I+M+N+O)	23810	285720
(Q) TOTAL VARIABLE PAY (TVP)**		14280
(R) TOTAL GROSS SALARY (TGS) : (R=P+Q)		300000

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

Dr. SUNNY JOSEPH	14280
M.Tech, MCA, M.Sc, M.Phil, B Ed	300000
Ph.D (Computer Science), Ph.D (Maths)	

PRINCIPAL
 Jyothi Engineering College
 Cheruthuruthy P.O.-670 002
 s NPS and Car Lease.



Corporate office:
QuEST Global Engineering Services Pvt. Ltd.
QuEST Towers, Technopark Campus, Kariyavattom, Trivandrum - 695 581, India
Tel: +91 (471) 3095000, Fax: +91 (471) 2700442, www.quest-global.com

****Total Variable Pay** includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

*****Shift Allowance** will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in morning shift. For other shifts, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change. -Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 1000000**
- Group Term Life Insurance cover of **INR 1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice

True Copy Attached

emmy

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Karthik

UST Global

Harikrishnan T
Jyothi Engineering College, Cheruthuruthy

U ST/SO00045282-1-1-1/527251
June 7, 2019

Sub: Letter of Offer

Dear Harikrishnan T,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as **"Validation Associate", T1** for a fixed period of 12 months on a salary of **Rs. 240,000.00 (Rupees Two Lakh Forty Thousand)** per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be June 12, 2019 and work location is Bangalore - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debars you from by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

This offer will be valid till June 12, 2019. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on

USTGlobal

If you accept this offer of employment, you are required to join your employment on or before **June 12, 2019**. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,
for US Technology International Pvt Ltd

Accepted



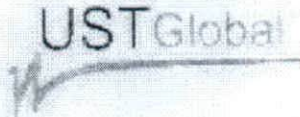
Vinesh George
Sr. Manager HR

Encl : Annexure 1
Annexure 2

True Copy Alleged



Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 676 551

**Annexure 1 (A)**

Designated as: "Validation Associate"

Components	Monthly Salary	Annual
Basic Salary	6,000.00	72,000.00
House Rent Allowance	3,000.00	36,000.00
Education Allowance	200.00	2,400.00
Bonus Ex-Gratia	1,200.00	14,400.00
Other Allowance	7,500.00	90,000.00
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	300.00	3,600.00
Total Monthly Gross	20,000.00	240,000.00
Variable Pay		0.00
Cost to the Company (CTC)		240,000.00

*Please note that the HRA component in your salary structure is split into two parts: HRA which is 40% of Basic Salary (for all locations) and Additional HRA which is 10% of Basic Salary for Metro locations and 0% for Non-Metro locations. As per the current HRA Policy National Capital Region (NCR) and Delhi are classified as Metro, while all other locations in India are classified as Non-Metro.

**Other allowances may include your non-taxable optional allowances mentioned in Annexure B.

*** Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



Ref: TCSL/DT20184580805/1243774/Trivandrum
Date: 07 June 2019

Sub: Joining Letter

Dear Mr. Jijith Nair

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

We are pleased to inform you that your joining date at TCSL will be 15th July 2019 and your training location is Kochi. We are pleased to inform you that your work location is Kochi and your stream is IT. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by 09:30 AM on the date mentioned above.

Tata Consultancy Services
TCS Centre ,SEZ Unit,,
Infopark PO,,
Kochi, Kerala-682042.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez
Phone: 914846187117
Email Id: paul.f@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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

[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
Principal
Vidya Engineering College
Cheruthuruthy



TCS Xperience Program

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

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

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

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

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

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

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

Accepted

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



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

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



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

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Cheruthuruthy P.O. 679 531

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Page | 3



GROSS SALARY SHEET

Annexure 1

Designation Assistant System Engineer-Trainee
Institute Name Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D(Maths)
Principal
Jyothi Engineering College
Cheruthuruthy, Kottayam



Ref: TCSL/DT20184580805/1243775/Trivandrum
Date: 07 June 2019

Sub: Joining Letter

Dear Ms. Laya Joy

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

We are pleased to inform you that your joining date at TCSL will be 15th July 2019 and your training location is Kochi. We are pleased to inform you that your work location is Kochi and your stream is IT. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by 09:30 AM on the date mentioned above.

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TCS Centre, SEZ Unit,
Infopark PO.,
Kochi, Kerala-682042.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez
Phone: 914846187117
Email Id: paul.f@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil
Ph.D. (Computer Science), Ph.D. (Management)
Principal

Private and Confidential

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Engineering College

PO: 679 531



TCS Xperience Program

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

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

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

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

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, M.Phil, B.Ed
Ph.D (Computer Science)

Jyoti
Cheruvu



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

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



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

TRUE COPY

Errom

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc. M.Phil. E Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. 686531



GROSS SALARY SHEET

Annexure 1

Designation Assistant System Engineer-Trainee
Institute Name Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
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Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
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TOTAL GROSS	27,415	3,36,875

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**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

OFFER LETTER

Dear Ms. May Mol Robert

Date: 05/ 08/2019

We are pleased to offer you the position of "Junior System Engineer" subject to the following terms and conditions:

1. You will be under a probation of 5 months. During the probationary period your performance will be reviewed. The management will have the right to extend the probation and/or dismissing an employee during the probation period. Your probationary period counts towards your continuous service with the organization.
2. Your starting salary will be Rs.15,000 which be will reviewed periodically as per the company policies.
3. Your confirmation, increment and career progression will purely depend on your performance and merits. Company will provide you ample opportunities for career growth.
4. You are required to execute a bond in favour of the company assuring that you will work for the company for a minimum of two years.
5. During your service, you will be governed by the rules and regulations of the company.
6. If you agree to the above terms and conditions you are requested to sign and return the enclosed copy of this offer letter.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards success. We assure you of our support for your professional development and growth.

Yours faithfully,

For SupportSages

Vanisree Vasudevan

HR Executive

True Copy - signed
Aravind
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

Identity Number: 24140011991PLC046364

Technology Park, Social Economic Zone

Plot No - 3A, Sector 126, Noida 201304, UP, India

E: 91-120-8725100 F: +91 120 4681010

Registered Office: BSE Building, 88, Nehru Place, New Delhi-110014, India

Website: HCLTech.com

OFFER & APPOINTMENT LETTER

6th Aug 2019

Nicy Joseph K
KUNDUKULANGARA HOUSE, PAVARATTY P.O,
THRISSUR, KERALA-680507.

Dear **Nicy Joseph K,**

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (**herein referred as "HCL" or "Company"**), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer in band E1.**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least - keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **20th August 2019 at 9:00 A.M** at the following address **HCL Technologies Ltd, "Surya Sapphire", Plot # 3, 1st Phase, Hosur Road, Electronic City, Bangalore - 560100.** Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 3,50,000** per annum, outlined in **Annexure I.**

You will be required to sign a service agreement of **18 months** with a surety amount of **INR 1.25 Lakhs.** This amount shall be payable to the Company only on the event of your separation from the company before **18 months** from the date of Joining.

You will be on probation for a period of **15 months** from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II.**

On the date of joining, you would be required to submit the documents listed in **Annexure III.** Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within **3 days** of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd, will stand withdrawn without any liability.

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Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

Signature of Employee:

PRINCIPAL

Jyothi Engineering College

HCL

Company Registration Number: U74140DL1993PLC034999

Technology Hub, Special Economic Zone

Plot No. 1A, Sector 126, Gurgaon 122001, India

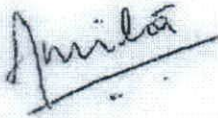
Tel: +91 120 9125000 F: +91 120 4680000

Registered Office: 30E Siddharth, 36, Nehru Place, New Delhi - 110019, India

www.hcltech.com

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Limited,



Amrita Das
Vice President, Head-Global Rewards

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

ANNEXURE I

COMPENSATION PLAN	
NAME	Nicy Joseph K
BAND	E1
DESIGNATION	Software Engineer
CITY	Bangalore
Monthly Components (in INR)	
Basic Salary	15,069
House Rent Allowance	7,523
TOTAL: Monthly	22,592
TOTAL: Monthly Components : Annualized	2,71,107
Retirals & Other Benefits (in INR)	
Provident Fund	21,699
Medical Insurance Premium/ESIC	10,000
Gratuity	8,694
TOTAL : Retirals	40,393
Variable Components (in INR)	
Performance Bonus (in Rs.)	21,000
Engagement PB (paid monthly) @ 100% achievement levels	17,500
TOTAL: Variable Components	38,500
COST TO COMPANY	3,50,000
Insurance & Medical Benefits (in INR)	
Max Sub limits (p.a.)	
Hospitalization cost reimbursement limit	3,60,000
Term life Insurance Cover	20,00,000
Disability cover due to accident (upto)	18,00,000

NOTE:

1. Flexi Basket is only applicable in E2+ employees
2. All salary components are governed by the company policies and statutory guidelines.
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.
4. Any personal tax liability arising out of compensation will be borne solely by the employee.
5. Gratuity to be payable as per act

Sunny
 Dr. SUNNY JOSEPH KALAYATHANKAL
 M.Tech, MCA, M.Sc, M.Phil, B.Ed
 Ph.D (Computer Science), Ph.D (Maths)
 PRINCIPAL
 Jyothi Engineering College
 Chuthuruthy P.O. - 679 531

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - **Bangalore**.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. **15 months** from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

True Copy Attested

[Signature]

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

ANNEXURE III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED TO FACILITATE JOINING, PRE-EMPLOYMENT BACKGROUND VERIFICATION / VALIDATION AND APPOINTMENT PROCESS AT HCL

PRE-EMPLOYMENT BACKGROUND VERIFICATION

S.No.	Particulars (To be submitted to the Recruiter)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof - Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer - Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request)

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail.
- Previous Employer - Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

- The information provided in Resume and background verification form must be same.
- Information provided in background verification form must be accurate.
- Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining-induction day

S. No	Document Check List	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport - Front Copy only for name & DOB Proof	1
4	10th MARK SHEET, only If Passport is not available	1
5	Passport Sized Photographs (white background)	3
6	Vendor NDA- (For THIRD PARTY Resources ONLY)	1

Dr. SUNNY JOSEPH KALAYATHANKAL
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Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

7 Jyothi Engineering College
Signature of Employee:

- Please ensure all documents are Self-attested (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Please ensure you carry a soft copy of your Photo and Graduation Degree Certificate.
- Induction Timings are 0900 to 1830 IST.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, A-9, Sector-3, Noida-UP, 201301
2	CHENNAI	HCL Technologies Ltd, Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, Surya Sapphire, Plot#3, 1St Phase, Hosur Road, Electronic City Bangalore-560100
4	KOLKATA	HCL Technologies Ltd, Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd, Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2, Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor, Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd, Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd, Hcl It City, Sdc-01, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 - 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526]
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102

True Copy

Thomson

Dr. SUNNY JOSEPH KALAYATHANKAL
 M.Tech, MCA, M.Sc, M.Phil, B.Ed
 Ph.D (Computer Science), Ph.D (Maths)
 PRINCIPAL

Jyothi Engineering College

HCLT Confidential

Signature of Employee:

HCL

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- + Basic Salary
- + Monthly Allowances
- + Variable Pay
- + Retirals & Insurances Benefit

- + **Disclaimer:**
- + ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

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HCLT Confidential Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science)

HCL

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

Fwd: Poornam Info Vision - Welcome letter

Bibin Joy <bibinjoy@jecc.ac.in>
Draft

Wed, Sep 4, 2019 at 7:24 PM

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

From: <hr@poornam.com>
Date: 12-May-2019 11:23 am
Subject: Poornam Info Vision - Welcome letter
To: <noeltrichur2009@gmail.com>
Cc:

Dear Noel Vincent,

Good day to you.

Congratulations on your appointment and warm welcome to you as a new member of Poornam Info Vision. You were chosen to be part of our organization because we believe you can contribute to our success and share our commitment to achieving our goals. Your role is essential to fulfill our mission for the people who trust and respect us - we are committed to incredible value, quality and unparalleled client service in all aspects.

We recognize that the caliber and commitment of all our staff are the foundations in which our excellence is built, and as your employer we are committed to supporting your continuing development.

Consider this as the provisional offer of appointment as **Jr. Software Engineer (Trainee)**. The formal appointment letter with terms and conditions will be given at the time of joining.

Please get back to us by the date which your exams get over. So that we can give you joining date based on that.

Thanks for your time, and welcome once again. We look forward to a long and mutually beneficial relationship!

Detailed salary annexure and the terms and conditions of employment are attached herewith

Benefits included in CTC:

- Round the clock canteen facility.
- Company is giving accommodation with cleaning facilities at a subsidized cost.
- Free transportation to and from the office to the accommodation.
- Eligible for Rs. 3,00,000/ worth medical insurance per year (self + two dependents).
- You will be covered under our group life insurance scheme for an amount of Rs. 3,20,000/
- Eligible for leave / holiday as per Company rules.
- Eligible for statutory benefits like PF / ESI / Gratuity from day one.

Please ensure to bring the following documents when you come for joining:

1. Two self attested copy of Pancard and Aadhar card (Provident fund opening purpose)
2. One self attested copy of Identity proof and Address proof (Bank Account opening purpose)
3. 10th mark sheet and Degree certificate or Consolidated mark sheet or Semester wise mark sheet (original)
4. Conduct certificate from the College Principal/Head of the Department specifying that the candidate is employable. The certificate should be in College Letter head with seal.
5. A Medical fitness certificate from a reputed hospital stating that you are fit to work in all the shifts (Morning, Afternoon and Night).

True Copy

6. Passport size photographs - 3



If you have any clarifications please contact us in the below numbers: 0484 - 2427971, 2428918.

Regards,
HR Team
www.poornam.com
www.bobcares.in
www.bobcares.com

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2 attachments

-  Salary Annexure Jr. Engg Trainee.pdf
41K
-  Terms & conditions.pdf
226K

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Amrins

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College

Cheruthuruthy P.O. - 679 531

Terms and Conditions:-

1. You will be under probation for a period of 6 months as Jr. Software Engineer (Trainee).
2. Employment confirmation will take place on successful completion of the probation period and salary revision will be done after one year.
3. In case you leave the company during the probation period, you are liable to pay six months' salary as liquidated damages to the company.
4. After initial orientation training you will be given three chances to clear the evaluation test. At the end of the third chance if you are not able to successfully complete the evaluation, the employment agreement between the employer and employee will cease to exist.
5. When an employee being assigned to a dedicated team, he/she should give at least a 6 months commitment in the team else the issue of experience letter will be at the discretion of the management.
6. Documents to be submitted at the time of joining:-
 - a) Matriculation Mark list Original
 - b) Degree Certificate Original. You can submit the originals of the semester marksheets in case if you are not able to produce the Degree Certificate at the time of joining.
 - > Should have minimum 65% aggregate score for graduation as on the date of joining or else the offer will be revoked
 - > The final mark sheet and Degree Certificate have to be submitted in 6 months' time from the date of joining
 - > If on getting the final results, 65% aggregate is not obtained, the contract of employment will be terminated
 - c) A medical fitness certificate stating that you are fit to work here in all the shifts (Morning, Afternoon and Night)
 - d) Passport size photographs (4) at the time of joining.
 - e) Conduct certificate from the College Principal/Head of the Department specifying that the candidate is employable. The certificate should be in College Letter head with seal.
 - f) Relieving letter from your current employer and Experience Certificates, that proves your total industrial experience if relevant. (In case of experienced candidates)
 - g) Scanned Copy of one of your address proof and ID proof
7. Documents will be returned only on your relieving from the company.

Background Verification:-

All candidates selected in Poornam Info Vision must have the following background verification checks completed either directly before their probation completes, as a condition of employment confirmation.

- a. Academic and professional qualifications check.
- b. Character references/Criminal check.
- d. Identity check (passport or similar document).
- e. Previous Employment check, if any.

The relevant details has to be provided by the employees at the time of their joining. If any information has been false, misleading or deliberately omitted/ suppressed, the appointment given can be terminated without any notice at any time in future.

While processing the screening activities, if the company encounters any criminal background of the employee, a detailed probe will be conducted and if the case is found to be severe, the appointment given can be terminated. However, the employee will be given a chance to present the details to the management before they arrive at a decision.

Poornam Dress Code:-

Objective: To portray an image of professionalism within the organization. The purpose of the Company dress attire is to present a neat, healthy and professional environment. The dress should be neat and presentable. Clothing should be pressed and never wrinkled, Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Wearing Poornam ID card is a must.

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B.Tech, MCA, M.Sc, M.Phil, Ed
(Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering

• Clothing that should be avoided in company are

1. Inappropriate slacks including sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls and any spandex or other formfitting pants such as people wear for biking.
2. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts above the knees are inappropriate for work. Miniskirts, shorts, beach dresses, and spaghetti-strap dresses are inappropriate for the office.
3. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter tops; tops with bare shoulders; sweatshirts.
4. Hats and slippers are not appropriate in the office.
5. Wearing 'mundu' and 'dhoti' is also not entertained.

True Copy Attested

[Signature]

Dr. SUNNY JOSEPH KALAYATHANKAL
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Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

ANNEXURE

Jr. Software Engineer - Trainee

Your compensation has been fixed as follows:

1. Basic + DA	: Rs. 1,00,212.00 (per annum)
2. HRA	: Rs. 30,060.00 (per annum)
3. Conveyance Allowance	: Rs. 8,016.00 (per annum)
4. Special compensatory Allowance	: Rs. 47,100.00 (per annum)

Adding to CTC :

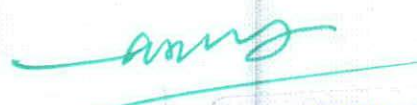
5. Estimated Cost of Working Meal Allowance	: Rs. 38,280.00 (per annum)
6. Provident Fund (Employer Contribution)	: Rs. 12,024 (per annum)
7. ESI (Employer Contribution)	: Rs. 8,808 (per annum)
Cost to the Company (= 1+2+3+4+5+6+7)	: Rs. 2,44,500.00 (per annum)

Deductions :

1. Provident Fund (Employee contribution)	: Rs. 12,024.00 (per annum)
2. ESI contribution	: Rs. 3,240.00 (per annum)
3. Cost of accomodation	: Rs. 39,600.00 (per annum)
VIII Net Take Home Pay (=I-VI)	: Rs. 1,30,524.00 (per annum)

- You are also eligible to receive Rs. 3,00,000/- worth medical insurance per year for self and two dependents.
- Statutory dues such as TDS, Profession Tax etc shall also be deducted as per rules.
- You will be covered under our group life insurance scheme for an amount of Rs. 3,20,000/

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

HRD/3T/19-20/10919324

July 30, 2019

Mr. Robin Roy
Candidate ID: 10919324

Dear Mr. Robin Roy,

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

Here are the terms and conditions of our offer.

Joining

Your scheduled date of employment with us will be **February 17, 2020**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed
(Computer Science), Ph.D (Mans)



HRD/3T/19-20/10919323

Mr. Robin Roy
Candidate ID: 10919323

July 30, 2019

Dear Mr. Robin Roy,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

True Copy Attested
Amr

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
Jyothi Eng
Cheruthur

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary	722			
FIXED GROSS SALARY (1+2+3)	25,000			
TOTAL GROSS SALARY	25,000			
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

True Copy Attested

[Signature]

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.A., M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PHD PAL
Jyothi Engineering College
Cheruthuruthy I.O. - 679 531

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

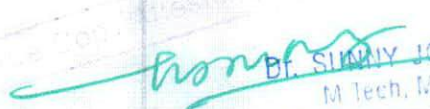
2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				




DR. SRINIVAS JOSEPH KALAYATHANKAL
 M Tech, MCA, M Sc, M Phil, B Ed
 Ph.D (Computer Science), Ph.D (Maths)
 PRINCIPAL
 Jyothi Engineering College
 Cheruthuruthy P.O. - 679 531

UST Global

Sreelakshmi E Nair
Jyothi Engineering College, Cheruthuruthy

U ST/SO00045282-1-1-1/527253
June 7, 2019

Sub: Letter of Offer

Dear Sreelakshmi E Nair,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as **"Validation Associate", T1** for a fixed period of 12 months on a salary of **Rs. 240,000.00 (Rupees Two Lakh Forty Thousand)** per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be June 12, 2019 and work location is Bangalore - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debars you from by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

This offer will be valid till June 12, 2019. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on

UST Global

If you accept this offer of employment, you are required to join your employment on or before **June 12, 2019**. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,
for **US Technology International Pvt Ltd**


Accepted



Vinesh George
Sr. Manager HR

Encl : Annexure 1
Annexure 2

True Copy Attached



Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc. M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Engineering College
Muralthy P.O.-679 531

**Annexure 1 (A)**

Designated as: "Validation Associate"

Components	Monthly Salary	Annual
Basic Salary	6,000.00	72,000.00
House Rent Allowance	3,000.00	36,000.00
Education Allowance	200.00	2,400.00
Bonus Ex-Gratia	1,200.00	14,400.00
Other Allowance	7,500.00	90,000.00
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	300.00	3,600.00
Total Monthly Gross	20,000.00	240,000.00
Variable Pay		0.00
Cost to the Company (CTC)		240,000.00

*Please note that the HRA component in your salary structure is split into two parts: HRA which is 40% of Basic Salary (for all locations) and Additional HRA which is 10% of Basic Salary for Metro locations and 0% for Non-Metro locations. As per the current HRA Policy National Capital Region (NCR) and Delhi are classified as Metro, while all other locations in India are classified as Non-Metro.

**Other allowances may include your non-taxable optional allowances mentioned in Annexure B.

*** Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
 M.Tech, MCA, M.Sc, M.Phil, B.Ed
 Ph.D (Physics), Ph.D (Maths)
 PRINCIPAL
 Engineering College
 Maruthy P.O.-679 531



Ref: TCSL/DT20184580805/1243777/Trivandrum
Date: 07 June 2019

Sub: Joining Letter

Dear Mr. Sreenath M

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

We are pleased to inform you that your joining date at TCSL will be 15th July 2019 and your training location is Kochi. We are pleased to inform you that your work location is Kochi and your stream is IT. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by 09:30 AM on the date mentioned above.

Tata Consultancy Services
TCS Centre ,SEZ Unit,,
Infopark PO,,
Kochi, Kerala-682042.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez
Phone: 914846187117
Email Id: paul.f@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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

True Copy Attached

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Mains)
PRINCIPAL
Sreejith Engineering College
Cheruvu, P.O. - 679 531

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

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TCS Xperience Program

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

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

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

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

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

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

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

True -
[Signature]

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

TATA CONSULTANCY SERVICES College
Tata Consultancy Services Limited P.O.-679 531

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Page | 2



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

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



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

True Copy Attested
[Handwritten signature]

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyoti Engineering College
Jyothiruthy P.O.- 679 531
Kerala



GROSS SALARY SHEET

Annexure 1

Designation

Assistant System Engineer-Trainee

Institute Name

Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

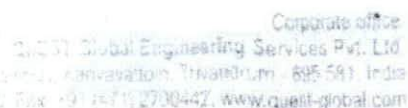
Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

TATA CONSULTANCY SERVICES

Tata Consultancy Services Ltd. College



Intent to offer Employment

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

- **Total Cost to Company (TCTC):** 3 LPA
- **Location:** Bangalore/Belgaum/Trivandrum
- **Working Hours :** 47.5 hours/week (9.5 hours/day)
- **Bond:** 2 years

This offer of employment is subject to successful completion of:

- As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

We eagerly look forward to welcome you at QuEST.

For QuEST Global

*Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.

joining. **PRINCIPAL**
Cheruthuruthy P. S.

Annexure - I

Compensation & Benefit Details

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	10000	120000
(B) House Rent Allowance (HRA)	4000	48000
(C) Conveyance Allowance (CA)	1600	19200
(D) Leave Travel Allowance (LTA)		
(E) Food Coupon		
(F) Telephone / Internet Allowance	600	7200
(G) Medical Reimbursement		
(H) Other Allowance	3856	46272
(I) GROSS SALARY (I=A+B+C+D+E+F+G+H)	20056	240672
(J) Employer Contribution to Provident Fund (PF)	1200	14400
(K) Employer Contribution to Gratuity	481	5772
(M) RETIREMENT BENEFITS : (M=J+K)	1681	20172
(N) Employer Contribution to Medical Insurance Premium	673	8076
(O) Bonus / Ex-Gratia	1400	16800
(P) FIXED GROSS SALARY (FGS): (P=I+M+N+O)	23810	285720
(Q) TOTAL VARIABLE PAY (TVP)**		14280
(R) TOTAL GROSS SALARY (TGS) : (R=P+Q)		300000

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

Dr. SURESH K. KALAYATHANKAL
Pl. M. SC. B. P. H. S. E.

Karthik



Corporate office:
QUEST Global Engineering Services Pvt. Ltd.
QUEST Towers, Technopark Campus, Karuvattom, Trivandrum - 695 581, India
Tel: +91 (471) 3095000, Fax: +91 (471) 2700442, www.quest-global.com

****Total Variable Pay** includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

*****Shift Allowance** will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in morning shift. For other shifts, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change. -Onsite & Shift Allowance will be paid as per the applicable policy.

You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR 300000
- Group Personal Accident Insurance cover of INR 1000000
- Group Term Life Insurance cover of INR 1500000
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice

Dr. SURESH K. KALAYATHANKAL
Ph.D (Education)
Jyoti Cheri
KALAYATHANKAL
Ph.D (Maths)
Engineering College
04-879 531

True Copy Attested

[Handwritten signature]
[Handwritten signature]



APPOINTMENT LETTER

May 13, 2019

Dear Surya R,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

True Copy Attached

Surya

Dr. SUMAN KALAYATHANKAL
Ph.D.
M Phil B Ed
B Ed (Maths)
College
679 501

Registered Office:

Wipro Limited
Chennai
Bangalore Road
Bengaluru 560 035
India
T: +91 (80) 2844 0011
F: +91 (80) 2844 0054
E: info@wipro.com
W: wipro.com
C: L32102KA1945PLC020800

8483758



ANNEXURE III
SALARY OFFER SHEET

Name : Surya R

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay (5% of CTC)	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

True Copy Attested

[Signature]

Registered Office:

Wipro Limited

Guddakannelli

Sanjapur Road

Bengaluru 560 035

India

T : +91 (80) 2844 0011

F : +91 (80) 2844 0054

E : info@wipro.com

W : wipro.com

C : 132102KA1945PLC020800

Dr. SUNNY JOSEPH KALAYATHANKAL
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Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Chennai - 600 070

8483758



2. Compensation:

You will be eligible for:

- Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- Your salary will be reviewed periodically as per Company policy.
- Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- Leave, holidays and working hours as applicable to your stream and location of posting.
- Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- Leave Travel Assistance (LTA) as per the Company's policy.
- Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

True Copy Attested

Registered Office:

Wipro Limited

Chennai

Sarajpur Road

Bengaluru 560035

India

T: +91 (80) 2844 0011

F: +91 (80) 2844 0054

E: info@wipro.com

W: wipro.com

C: L32102KA1945PLC020800

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Computer Science

8483758



Apart from the standard salary components, Project Engineers are also entitled to the following unique Company Benefits to help you manage during exigency.

- a. Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- b. Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum

Date: ___/___/___

Signature:.....

True Copy Attested

Registered Office:

Wipro Limited
Doddanannelli
Sahyadri Road
Bengaluru 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

DR. SUNNY JOSEPH KALAYATHANKAL
Ph.D. (Engineering), M.Sc. (Physics), B.Ed.
(Science), P.G.D. (Maths)
PRINCIPAL
Engineering College

8483758

Fwd: Offer of Appointment as Probationary Clerk- Please inform your acceptance by reply mail

Bibin Joy <bibinjoy@jecc.ac.in>
Draft

Wed, Sep 4, 2019 at 7:34 PM

From: "HR – TAD (Postings)" <postings@federalbank.co.in>
Date: Jul 19, 2019 12:17 AM
Subject: Offer of Appointment as Probationary Clerk- Please inform your acceptance by reply mail
To: <tinathomasmarjaly@gmail.com>
Cc:



HR TALENT ACQUISITION & DEPLOYMENT

HR TAD/B/ PR-38249/PC/A-387/2019-20

18th July 2019

Hearty Welcome!

Dear Tina Thomas,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at postings@federalbank.co.in.

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

John P J

Vice President (HR)

To

Kum./Smt.Tina Thomas

Manjaly House

Aranattukara

Elthuruth PO

Thrissur

Kerala-680611

The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683 101

E-mail: postings@federalbank.co.in; Phone: 0484-2634123, 0484-2634313.

Offer of appointment to Kum./Smt.Tina Thomas as Clerk

You have been selected for appointment in the Bank as Clerk on the basis of your performance in the campus selection process.

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DR. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc., M.Phil, Ed.
(Computer Science), Ph.D. (Maths)
PRINCIPAL
Government Engineering College
Kannur P.O.-679 531

Place of Posting

Your initial place of posting will be at Branch/ Office: Budhanoor situated at N S S Karayogam Building, Budhanoor, Puliyoor (Via), Chengannur, Alapuzha, Kerala-689 510.

Orientation programme/Date of joining

Please report at Federal Knowledge & Development Centre (FKDC), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 05th August 2019 before 09.00 a.m., for two weeks orientation programme from 05.08.2019 to 17.08.2019. The appointment will be effective from the date of commencement of the orientation programme. The programme is residential and Boarding/Lodging facilities will be provided by the Bank. On completion of the orientation programme on 17.08.2019 at 05.00 p.m., you will have to report for duty on 20.08.2019 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Knowledge & Development Centre from 04.08.2019 onwards. The offer of appointment is valid only up to 05.08.2019.

Remuneration

You will be on a pay scale of ` 11765 - 655/3 - 13730 - 815/3 - 16175 - 980/4 - 20095 - 1145/7 - 28110 - 2120/1 - 30230 - 1310/1 - 31540 as applicable to Clerical Staff of the Bank. The total monthly emoluments eligible to be received by a Clerical Staff at Aluva initially would be as follows.

Basic Pay	13,075.00 *
Special Allowance	1,013.31
Dearness Allowance	9,087.00
Transport Allowance	425.00
HRA	1,176.75
Total	24,777.06

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* Includes 2 Graduation Increments of ` 655/- each.

Graduation Increments will be released from the date of acquiring graduation/date of joining the Bank whichever is later, on submission of final Degree/Provisional Certificate.

HRA would change depending upon the place of posting.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank, including Housing Loan, Vehicle Loan, Computer Loan, Overdraft, Demand Loan, Interest free Festival Advance, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed)

Pre-induction e-learning programme & Periodic Assessment Tests (PATs)

As part of continuous learning approach, Bank will be conducting a pre-induction e-learning programme which helps you understand basic banking functions and terminologies. Completing this e-learning programme is a pre-requisite for joining the Induction programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Participation in Periodic Assessment Test conducted by the Bank from time to time during the period of probation is mandatory.

Probation/Confirmation

Your appointment will be on probation for a period of six months. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if you have not satisfactorily completed the initial period of probation. During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one month's pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.

Joining formalities

Dr. SUNNY JOSEPH KALAYATHANKAL
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Jyothi Engineering College
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At the time of reporting for orientation programme, you will have to submit the following papers/certificates/documents:

a. Originals of SSC/SSLC/Matriculation Book/Certificate and final certificates of Graduation (Qualifying Examination). These certificates (Secondary Marklist, Secondary Passing Certificate and Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.

a. Originals of all the documents, certificates and marklists of all semester/yearly examinations evidencing date of birth and academic/professional qualification with three sets of self-attested copies. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

b. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/Chief Medical Officer of a Government Hospital, in the format attached. Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc. along with medical fitness certificate.

c. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.

d. A certificate about your character/conduct issued recently by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/respected persons.

e. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the enclosed formats.

f. One copy of your latest passport size photograph.

g. One copy of this Order duly signed by you for having accepted the terms and conditions specified herein.

h. Originals and self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License along with Background verification form (attached).

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical

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St. Joseph's College
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reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Clerk under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final years/semesters examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

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In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Clerk through campus recruitment is a graduation with 60% marks. Also you should have passed SSC or equivalent exam and plus 2 or equivalent exam with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination with required percentage of marks in the first attempt itself within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Employees' (Award Staff) Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You will be covered under "Defined Contributory" Pension Scheme as applicable to the Bank employees in line with the National Pension System.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

On confirmation in Bank's service, you will be required to enroll yourself as a member of the Group Term Assurance Plan. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc. as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

Resignation/ Termination

If you are desirous of resigning from the service during the period of probation, you should give fourteen days' notice in writing to the Bank or you would be liable to pay to the Bank fourteen

Dr. SUNNY JOSEPH KALAYATHANKAL

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days' pay and allowances in lieu of notice. In addition to this, you should pay a compensation amount of ` 30,000/- to the Bank.

If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give one month's notice in writing to the Bank or you would be liable to pay to the Bank one month's pay and allowances in lieu of notice. If such resignation is within a period of 2 years of joining the Bank, you should pay a compensation amount of ` 30,000/- to the Bank, in addition to the notice pay/ notice period.

You are also required to pay the compensation of ` 30,000/- and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of date of joining the Bank. You are required to execute an agreement in stamp paper (which will be made available by the Bank) at the time of joining for the orientation programme agreeing to the above terms and conditions of the appointment in respect of compensation/notice pay etc.

The compensation amount of ` 30,000/- mentioned above is the fair value of the minimum loss that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

On confirmation in Bank's service, you will be entitled to all the privileges enjoyed by and shall be subject to all the liabilities cast upon other permanent members of Clerical Staff, subject to the changes/amendments made from time to time.

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/Subsidiaries of the Bank to be opened in future. You are advised to adhere to the acceptable levels of decorum at workplace (right from the induction period) by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train Fare) from your place of domicile to FKDC and also from FKDC to the place of posting.

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

John P J

Vice President (HR)

I, Tina Thomas, accept and confirm the above terms and conditions.

Place:

(Signature of the

Date:
Candidate)

Annexure

Monthly Emoluments

Particulars	Amount (₹)
Basic Pay	13075.00
Special Allowance BP	1013.00
Dearness Allowance	9087.00
HRA	1177.00
Transport Allowance	425.00
Canteen expenses	1250.00
Newspaper (1+ Rs 170)* #	370.00

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M.Tech. M.Ed. Ph.D. (Maths)
Jyothi College
Cheruthuruthy

Travelling Allowance	1350.00
Total	27747.00


after confirmation

Other Allowances

Allowances	Amount (')	Remarks
Medical Aid	2200.00	Yearly
Closing Allowance	1200.00	Yearly
Digital Promotion	1200.00	Yearly
Cost of Brief Case/Office Bag		

2 attachments

 BGC.pdf
211K

 Personal Data.pdf
394K

Copy Attached

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Dr. SUNNY JOSEPH KALAYATHANKAL
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Ph.D (Maths)

Jyothi Education College
Changanassery
75 531

UST Global

Vijay V
Jyothi Engineering College, Cheruthuruthy

U ST/SO00045282-1-1-1/527254
June 7, 2019

Sub: Letter of Offer

Dear Vijay V,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as **"Validation Associate", T1** for a fixed period of 12 months on a salary of **Rs. 240,000.00 (Rupees Two Lakh Forty Thousand)** per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be June 12, 2019 and work location is Bangalore - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment

US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debars you from by US Technology.

- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed

This offer will be valid till June 12, 2019. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on

Jyothi Engineering College
Cheruthuruthy P.O. - 679 531



UST Global

If you accept this offer of employment, you are required to join your employment on or before **June 12, 2019**. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,
for US Technology International Pvt Ltd


Accepted



Vinesh George
Sr. Manager HR

Encl : Annexure 1
Annexure 2

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL
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Ph.D (Computer Science), Ph.D (Maths)
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Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

**Annexure 1 (A)**

Designated as: "Validation Associate"

Components	Monthly Salary	Annual
Basic Salary	6,000.00	72,000.00
House Rent Allowance	3,000.00	36,000.00
Education Allowance	200.00	2,400.00
Bonus Ex-Gratia	1,200.00	14,400.00
Other Allowance	7,500.00	90,000.00
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	300.00	3,600.00
Total Monthly Gross	20,000.00	240,000.00
Variable Pay		0.00
Cost to the Company (CTC)		240,000.00

*Please note that the HRA component in your salary structure is split into two parts: HRA which is 40% of Basic Salary (for all locations) and Additional HRA which is 10% of Basic

Salary for Metro locations and 0% for Non-Metro locations. As per the current HRA Policy

National Capital Region (NCR) and Delhi are classified as Metro, while all other locations in India are classified as Non-Metro.

**Other allowances may include your non-taxable optional allowances mentioned in Annexure B.

*** Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.

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Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

h4

Date: 26-Feb-19

Vishnu K
Jyothi Engineering College, Cheruthuruthy

Appointment Offer: Software Engineer

Dear Vishnu K,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the Offer

1. Pre-requisites

- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

2. Posting

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

3. Reporting Date

Your date of joining will be intimated by June 2019.

Copy Attested
SUNNY JOSEPH KALAYATHANKAL
M.Tech. (AI & ML), M.Sc. in Phil. & Ed.
Principal, Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

5. Compensation

Your compensation details are as stated in the table below.

Compensation Details		Job Level: 3
Fixed Remuneration		Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Transport Allowance	1,600
4.	Special Allowance	10,950
5.	Food Vouchers	1,050
6.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
7.	Monthly Gross Earnings (Fixed)	28,000
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.

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Jyothi Engineering College
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[Handwritten Signature]

- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

6. Working Week & Leave

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
- You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
 - The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
 - Attendance shall be mandatory between 10 AM and 5 PM.
 - Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
 - The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

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Dr. SUNNY JOSEPH K. THAKKAR
M.Tech, MCA, M.Ed
Ph.D (Computer Science)
Principal

9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
 - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
 - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
 - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier,

Dr. SUNNY J...

M.Tech

Ph.D.

deliver to the Company all the properties of the Company, in your custody or possession.

- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
 - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee,

committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest;

- ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or
- iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.

- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
- j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
- k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
- l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.

True Copy

DR. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc., M.Phil., B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Lathi Engineering College
PO.-679 531

- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non -compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

For IBS Software (P) Ltd.

Jayan P
(Sr.Vice President & Head of Global Human Resources)

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by :
Name :
Date :

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc. M.Phil.

(Computer Science) Ph.D.

PRINCIPAL

Booth Engineering College

Cheruthuruthy P.O. - 679

HRD/3T/19-20/10919325

July 30, 2019

Mr. Vishnu Prasad C
Candidate ID: 10919325

Dear Mr. Vishnu Prasad C,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **February 17, 2020**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV

AS
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science)



HRD/3T/19-20/10919325

Mr. Vishnu Prasad C
Candidate ID: 10919325

July 30, 2019

Dear Mr. Vishnu Prasad C

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100 India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

askus
True Copy
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore

ANNEXURE - I
(Compensation during the Training Period)

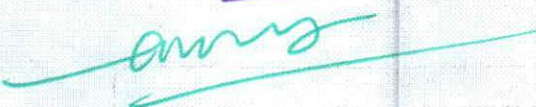
COMPENSATION DETAILS (All figures in INR, per month)	
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan - loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan - loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR, per month)	
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/loan allowance policy at that time.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.



Sunny
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College



APPOINTMENT LETTER

May 13, 2019

Dear Megha K J,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

True Copy Attestation

[Signature]

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College

Cheruthuruthy P.O. - 679 531

8483758

Registered Office

Wipro Limited

Chennai

Sanjapur Road

Bengaluru 560 035

India

T : +91 (80) 2844 0011

F : +91 (80) 2844 0054

E : info@wipro.com

W : wipro.com

C : L32102KA1945PLC020800



ANNEXURE III
SALARY OFFER SHEET

Name : Megha K J

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay (5% of CTC)	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

True Copy Attested

[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Registered Office:

Wipro Limited
Doddakannelli
Banjara Road
Bangalore 560 035
India
T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

8483758



2. Compensation:

You will be eligible for:

- Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- Your salary will be reviewed periodically as per Company policy.
- Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- Leave, holidays and working hours as applicable to your stream and location of posting.
- Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- Leave Travel Assistance (LTA) as per the Company's policy.
- Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

Registered Office:

Wipro Limited
Goddakannelli
Sarajpet Road
Bengaluru 560 035
India
T : +91 (80) 2844 0033
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

Sunny Joseph
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Chennai, Tamil Nadu - 600 051
Phone: +91 879 531

8483758



Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

Date: __/__/__

Signature:.....

True Copy Attested

asunny

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Registered Office

Wipro Limited
Doddakannelli
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E : info@wipro.com
W : wipro.com

C : L32102KA1945PLC020800

8483758

05-Jul-2019

Dear Navya Biju Jose,
Jyothi Engineering College.

Candidate ID - 13119080



In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the "PIN" while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Sunny Joseph Kalayathankal

Global Head-Talent Acquisition

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

True Copy Attested

Signature:

Date:

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Annexure A

Name: Ranimal Joseph

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @ 60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
Annual Gross Compensation			297,000
Incentive Indication (per annum)**			20,000
Annual Total Compensation			317,000
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
Gratuity			5,005
Annual Total Remuneration			338,005

As an associate you are also entitled to the following additional benefits.

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual

True Copy Attested

SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

Principal
St. Mary's College
Cheruvu P.O. - 679 531

Fwd: Poornam Info Vision - Welcome letter

Bibin Joy <bibinjoy@jecc.ac.in>
Draft

Wed, Sep 4, 2019 at 7:29 PM

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

From: <hr@poornam.com>
Date: 12-May-2019 10: 50 am
Subject: Poornam Info Vision - Welcome letter
To: <reshmatpsasidharan@gmail.com>
Cc:

Dear Reshma T P,

Good day to you.

Congratulations on your appointment and warm welcome to you as a new member of Poornam Info Vision. You were chosen to be part of our organization because we believe you can contribute to our success and share our commitment to achieving our goals. Your role is essential to fulfill our mission for the people who trust and respect us - we are committed to incredible value, quality and unparalleled client service in all aspects.

We recognize that the caliber and commitment of all our staff are the foundations in which our excellence is built, and as your employer we are committed to supporting your continuing development.

Consider this as the provisional offer of appointment as **Jr. Software Engineer (Trainee)**. The formal appointment letter with terms and conditions will be given at the time of joining.

Please get back to us by the date which your exams get over. So that we can give you joining date based on that.

Thanks for your time, and welcome once again. We look forward to a long and mutually beneficial relationship !

Detailed salary annexure and the terms and conditions of employment are attached herewith

Benefits included in CTC:

- Round the clock canteen facility.
- Company is giving accommodation with cleaning facilities at a subsidized cost.
- Free transportation to and from the office to the accommodation.
- Eligible for Rs. 3,00,000/ worth medical insurance per year (self +two dependents).
- You will be covered under our group life insurance scheme for an amount of Rs. 3,20,000/
- Eligible for leave / holiday as per Company rules.
- Eligible for statutory benefits like PF / ESI / Gratuity from day one.

Please ensure to bring the following documents when you come for joining:-

1. Two self attested copy of Pancard and Aadhar card (Provident fund opening purpose)
2. One self attested copy of Identity proof and Address proof (Bank Account opening purpose)
3. 10th mark sheet and Degree certificate or Consolidated mark sheet or Semester wise mark sheet (original)s
4. Conduct certificate from the College Principal/Head of the Department specifying that the candidate is employable. The certificate should be in College Letter head with seal.
5. A Medical fitness certificate from a reputed hospital stating that you are fit to work in all the shifts (Morning, Afternoon and Night).

JOSEPH KALAYATHANKAL
M.Phil, B Ed
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 501

6. Passport size photographs - 3

If you have any clarifications please contact us in the below numbers: 0484 - 2427971, 2428918.

Regards,

HR Team

www.poornam.com


www.bobcares.in


www.bobcares.com

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2 attachments

 Salary Annexure Jr. Engg Trainee.pdf
41K

 Terms & conditions.pdf
226K


True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc. M.Phil, B Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Terms and Conditions:-

1. You will be under probation for a period of 6 months as Jr. Software Engineer (Trainee).
2. Employment confirmation will take place on successful completion of the probation period and salary revision will be done after one year.
3. In case you leave the company during the probation period, you are liable to pay six months' salary as liquidated damages to the company.
4. After initial orientation training you will be given three chances to clear the evaluation test. At the end of the third chance if you are not able to successfully complete the evaluation, the employment agreement between the employer and employee will cease to exist.
5. When an employee being assigned to a dedicated team, he/she should give at least a 6 months commitment in the team else the issue of experience letter will be at the discretion of the management.
6. Documents to be submitted at the time of joining:-
 - a) Matriculation Mark list Original
 - b) Degree Certificate Original. You can submit the originals of the semester marksheets in case if you are not able to produce the Degree Certificate at the time of joining.
 - > Should have minimum 65% aggregate score for graduation as on the date of joining or else the offer will be revoked
 - > The final mark sheet and Degree Certificate have to be submitted in 6 months' time from the date of joining
 - > If on getting the final results, 65% aggregate is not obtained, the contract of employment will be terminated
 - c) A medical fitness certificate stating that you are fit to work here in all the shifts (Morning, Afternoon and Night)
 - d) Passport size photographs (4) at the time of joining.
 - e) Conduct certificate from the College Principal/Head of the Department specifying that the candidate is employable. The certificate should be in College Letter head with seal.
 - f) Relieving letter from your current employer and Experience Certificates, that proves your total industrial experience if relevant. (In case of experienced candidates)
 - g) Scanned Copy of one of your address proof and ID proof
7. Documents will be returned only on your relieving from the company.

Background Verification:-

All candidates selected in Poornam Info Vision must have the following background verification checks completed either directly before their probation completes, as a condition of employment confirmation.

- a. Academic and professional qualifications check.
- b. Character references/Criminal check.
- d. Identity check (passport or similar document).
- e. Previous Employment check, if any.

The relevant details has to be provided by the employees at the time of their joining. If any information has been false, misleading or deliberately omitted/ suppressed, the appointment given can be terminated without any notice at any time in future.

While processing the screening activities, if the company encounters any criminal background of the employee, a detailed probe will be conducted and if the case is found to be severe, the appointment given can be terminated. However, the employee will be given a chance to present the details to the management before they arrive at a decision.

Poornam Dress Code:-

Objective: To portray an image of professionalism within the organization. The purpose of the Company dress attire is to present a neat, healthy and professional environment. The dress should be neat and presentable. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Wearing Poornam ID card is a must.

True Copy

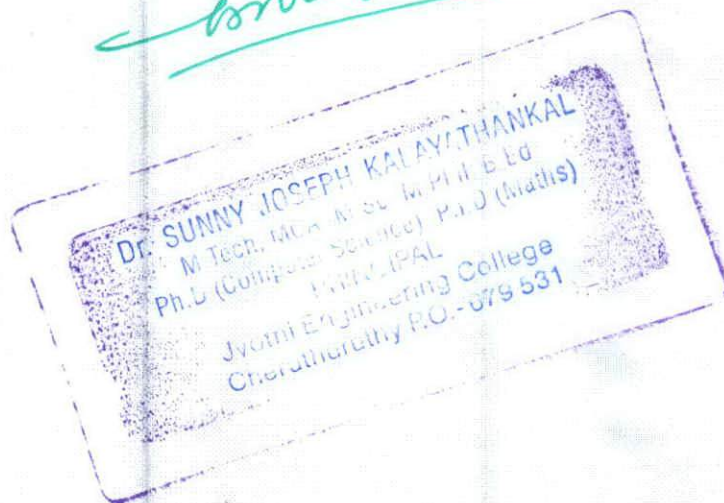
Dr. SUNNY JOSEPH KALAYATHAN
MCA, M.Sc., M.Phil. & Ed
Principal
Poornam Info Vision College
Kalamassery, P.O. D (Mans)

Clothing that should be avoided in company are

1. Inappropriate slacks including sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls and any spandex or other formfitting pants such as people wear for biking.
2. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts above the knees are inappropriate for work. Miniskirts, shorts, beach dresses, and spaghetti-strap dresses are inappropriate for the office.
3. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; haltertops; tops with bare shoulders; sweatshirts.
4. Hats and slippers are not appropriate in the office.
5. Wearing 'mundu' and 'dhoti' is also not entertained.

True Copy Attached

smr



ANNEXURE

Jr. Software Engineer - Trainee

Your compensation has been fixed as follows:

1. Basic + DA	: Rs. 1,00,212.00 (per annum)
2. HRA	: Rs. 30,060.00 (per annum)
3. Conveyance Allowance	: Rs. 8,016.00 (per annum)
4. Special compensatory Allowance	: Rs. 47,100.00 (per annum)

Adding to CTC :

5. Estimated Cost of Working Meal Allowance	: Rs. 38,280.00 (per annum)
6. Provident Fund (Employer Contribution)	: Rs. 12,024 (per annum)
7. ESI (Employer Contribution)	: Rs. 8,808 (per annum)
Cost to the Company (= 1+2+3+4+5+6+7)	: Rs. 2,44,500.00 (per annum)

Deductions :

1. Provident Fund (Employee contribution)	: Rs. 12,024.00 (per annum)
2. ESI contribution	: Rs. 3,240.00 (per annum)
3. Cost of accomodation	: Rs. 39,600.00 (per annum)
VIII Net Take Home Pay (=I-VI)	: Rs. 1,30,524.00 (per annum)

- You are also eligible to receive Rs. 3,00,000/- worth medical insurance per year for self and two dependents.
- Statutory dues such as TDS, Profession Tax etc shall also be deducted as per rules.
- You will be covered under our group life insurance scheme for an amount of Rs. 3,20,000/

[Handwritten signature]

[Stamp: This Copy is for...]

[Stamp: Dr. SUNNY JOSEPH KALAYATHANKAL, M.Tech, M.Phil, B.Ed, Ph.D (Maths), College, P.O. 679531]

05-Jul-2019

Dear Sruthi S,
Jyothi Engineering College

Candidate ID - 13119082



In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing errors in your Graduation/Post-Graduation
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Pethakandu

Global Head-Talent Acquisition

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

Signature:

True Copy Attested

Date:

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531

Annexure A

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or at par as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skills as required by your role.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual

True Copy Attested

Dr. Sunny Joseph KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
Principal, Sri Narayana College
Chennai, Tamil Nadu - 600 031
Phone: 98401 531

29-Aug-2018

Dear Sruthy V P,
B.Tech/B.E., Computer Science & Engineering
Jyothi Engineering College



Candidate ID – 12221785

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

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

True Copy Attested

Signature :

Date:

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Annexure A

Name: Sruthy V P

Designation:

Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
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As an associate you are also entitled to the following additional benefits:

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- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
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PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities with us. We look forward to welcoming you to Cognizant.

Signature
Dr. SUNNY JOSEPH KALAYATHANKAL
 M.Tech, MCA, M.Sc, M.Phil, B.Ed
 Ph.D (Computer Science), Ph.D (Maths)
 Principal
 Cheruthuruthy P.O. - 679 531



Helna Vincent <helnatv@gmail.com>

Fwd: Looking forward to your joining @ Cognizant on 29th Sep 2018

1 message

Urmila M Madhu <urmilanila@gmail.com>
To: Helna Vincent <helnatv@gmail.com>

Tue, Mar 5, 2019 at 11:34 AM

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

From: Sruthy Vp <sruthyvp19@gmail.com>
Date: Tue, Mar 5, 2019, 11:23 AM
Subject: Fwd: Looking forward to your joining @ Cognizant on 29th Sep 2018
To: Urmila M Madhu <urmilanila@gmail.com>

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

From: <c2c@cognizant.com>
Date: Tue, 25 Sep 2018, 10:27 am
Subject: Looking forward to your joining @ Cognizant on 29th Sep 2018
To:

Dear Recruit,

Greetings from Cognizant!

We hope you have already received the DATE OF JOINING INTIMATION MAILER with below details.

Date: 29th September 2018

Reporting Time: 8:00 AM

Venue: Cognizant Technology Solutions India Pvt Ltd, KITS Campus (CKC), Plot No. 1 & 2, Elcot IT Park, Survey, No. 602/3, Shollinganallur Village, Tambaram Taluk, Kancheepuram District - Chennai - 600119, India.

Note:

Day 1 (29th Sep): Full day Induction/Orientation at Joining venue.Day 2 (1st Oct) onwards: Training (Venue details will be intimated on Day 1)

We request you to login to One Cognizant and accept your Date of joining (DOJ) & ensure that you complete the pre-joining forms & photo upload before 4:00PM on 27th Sep 2018. Please ignore if you have already completed all the steps.

- The option to accept the DOJ in the 1C portal would be disabled one day prior to the DOJ. However, the earlier you accept, the faster will be your onboarding pass generation process. Kindly do not accept the DOJ more than once.
- Candidates who don't accept the DOJ within the timeline would not be considered for onboarding on the given DOJ & they would have to wait for further communication regarding the offer status.
- Offer would be invalid for candidates who accept the DOJ & don't report for joining.
- There is no option of deferring the date of joining or changing the joining location as it is based on the business requirement.

Onboarding Pass would be generated one day before your DOJ, only upon accepting DOJ & completing all the forms (including photo upload). Once the Onboarding Pass is ready, a mail notification would be triggered. Please wait for the mail; print the Onboarding Pass & carry it on your DOJ along with all other mandatory documents mentioned in the Date Intimation mailer.

On your first day Please bring the following applicable mandatory documents at the time of joining:

True Copy Attested

JOSEPH KALAYATHANKAL
Principal
Cheruthuruthy P. S. College
(Computer Science)

For 2018 Batch pass outs

1. Latest Degree - All Semester-wise marksheets or consolidated marksheet
2. Latest Degree - Provisional or Degree or Convocation certificate issued by the University

For 2016 & 2017 Batch pass outs

1. 10th Standard marksheet
2. 12th Standard marksheet
3. Diploma marksheet & Diploma certificate (only applicable for recruits who have completed diploma)
4. UG-All Semester-wise marksheets or consolidated marksheet (mandatory for both UG & PG recruits)
5. UG-Provisional or Degree or Convocation certificate issued by the University (mandatory for both UG & PG recruits)
6. PG-All Semester-wise marksheets or consolidated marksheet (mandatory for PG recruits only)
7. PG-Provisional or Degree or Convocation certificate issued by the University (mandatory for PG recruits only)

Government ID proofs (Original & 1 Self-Attested Xerox copy)

1. PAN Card (issued in your Name)
2. Valid Indian Passport (Front & Back) or Passport acknowledgement receipt with Appointment details generated post payment
3. Aadhaar Card (issued in your Name) or Aadhaar Card Enrollment Acknowledgement slip

Other Mandatory Documents

1. Onboarding Pass
2. Four passport-size color photographs

- Please have the electronic copy of the all the above documents available in your personal mailbox.
- If any of the above mandatory documents are not available, you would not be considered for onboarding and may be sent back due to insufficient documents.
- In case any of the original marksheets are lost and duplicate attested marksheets are available. Please bring the FIR copy for the old marksheets as well as the duplicate attested copy.
- Please note that the offer letter will be declared invalid and treated as revoked in the event of any discrepancy in your records, documents and information that you have submitted to Cognizant.

Kindly do not bring any laptops, storage (USB) devices, Cameras, other gadgets (except mobile phone) to the premises on the day of joining. Please come in formal dress code.

We request you to make your own travel & accommodation arrangements. Please find attached FAQs & details of Cognizant Training Facilities. Kindly raise a query in the FAQ section of C2C portal for any queries/clarification.

Looking forward to your joining!

Regards,
Cognizant-Human Resources

***THIS IS AN AUTO TRIGGERED MAIL. PLEASE DO NOT REPLY ***


This e-mail and any files transmitted with it are for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient(s), please reply to the sender and destroy all copies of the original message. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this email, and/or any action taken in reliance on the contents of this e-mail is strictly prohibited and may be unlawful. Where permitted by applicable law, this e-mail and other e-mail communications sent to and from Cognizant e-mail addresses may be monitored.


6 attachments

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 Cognizant Training Facility.pdf
1354K

 Frequently Asked Questions.pdf
152K

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Chennai, India P.O.- 679 531

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

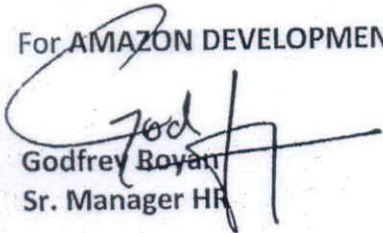
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above, along with the documents aforementioned. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your functions and duties towards the Company upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on csrecruiting-coimbatore@amazon.com

Yours sincerely,

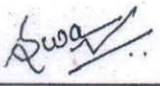
For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**


Godfrey Boyan
Sr. Manager HR

True Copy Attested

ACCEPTANCE OF LOI

I accept the terms set forth in this letter:


Signature

Date

Name : NAMBOODIRI SWATHI VASUDEVAN


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

21-02-2019

CHIL-SEZ

CHIL - Special Economic Zone
Keeranatham, Coimbatore - 641 035.

NAMBOODIRI SWATHI
VASUDEVAN

amazon

104897941

AMAZON DEVELOPMENT CENTRE
(INDIA) PVT. LTD

Valid upto : 31st August

2024

Issuing Authority - MEPZ - SEZ

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College

Cheruthuruthy P.O.- 679 531

LETTER OF INTENT

Date: 21-2-19

Name: NAMBOODIRI

Dear SWATHIR

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of CS Associate at Coimbatore Facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 12,00,000 (Rupees Twelve Lakhs), payable as per the following structure:

1. Annual Base Pay of INR 6,40,000 (Rupees Sixty Four Thousand) per annum payable in arrears in accordance with the Company's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.
2. Variable Pay of INR 2,50,000 (Rupees Twenty Five Thousand) per annum, payable on quarterly basis and subject to meeting performance levels as per the Company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per Company policy and also subject to your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an offer letter as per prevailing levels of pay at the time of issue of the offer letter. The amounts stated herein are only indicative and in no way a binding commitment on the company's part. In addition, you will be eligible for benefits as per company policies.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
Tower B - 3rd Floor, India Land Tech Park Private Limited
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore - 641 035, Tamil Nadu.



845343

True Copy Attested

845343.

Emergency Contact : +919446010509

AnuK
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 676 101

If found, please inform: 1800 258 2345

Cognizant technology Solutions india
Pvt. Ltd

#5/535, Old Mahabalipuram Road,
Okkiam-Thoraipakkam, Chennai 600 096

6AX543096 33201018469-2

05-Jul-2019

Dear Megha Thomas,
B.Tech/B.E., Electronics and Communication Engineering
Jyothi Engineering College



Candidate ID – 13119111

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

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

True Copy Attested

Signature :

Date:

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Annexure A

Name: Megha Thomas

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	Annual Gross Compensation		297,000
	Incentive Indication (per annum)**		20,000
	Annual Total Compensation		317,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to opt for components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the amount payable.

Dr. SUNNY JOSEPH KALAYATHANKAL
Ph.D (Computer Science), Ph.D (Maths)
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Cheruthuruthy P.O. - 679 531

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com> -> Total Rewards App for more details

True Copy Attested


Dr. ~~SUNNY JOSEPH~~ KALAYATHANKAL
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Ph.D (Computer Science), Ph.D (Maths)
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Jyothi Engineering College
Cheruthuruthy P.O. - 679 531



True Copy Attested

MEGHA THOMAS

845343

amro
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

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PRAVITHA P G

845341

Rmkro
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PRINCIPAL

Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Cognizant

05-Jul-2019

Dear Pravitha P G,
B.Tech/B.E., Electronics and Communication Engineering
Jyothi Engineering College



Candidate ID – 13119079

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-** as well as Cognizant's contribution of **Rs.21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College

Annexure A

Name: Pravitha P G

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
Annual Gross Compensation			297,000
Incentive Indication (per annum)**			20,000
Annual Total Compensation			317,000
Company's contribution towards benefits (Medical, Accident and Life Insurance)			16,000
Gratuity			5,005
Annual Total Remuneration			338,005

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act, 2017
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

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Dr. SUNNY JOSEPH KALAYATHANKAL
 M.Tech, MCA, M.Sc, M.Phil, B.Ed
 Ph.D (Computer Science), Ph.D (Maths)
 PRINCIPAL
 Jyothi Engineering College
 Cheruvu P.O. 679 531

PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

* **Flexible Benefit Plan:** Your Compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will be paid to you as per the revised rates.

05-Jul-2019

Dear Kannanpuzha Chelsea Antony,
Jyothi Engineering College.

Candidate ID - 13119084



In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant")

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

S. R. Sathya


Global Head-Talent Acquisition

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

Signature :

Date:

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Annexure A

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @ 60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
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	Gratuity		5,005
	Annual Total Remuneration		338,005

As an associate you are also entitled to the following additional benefits:

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1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
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** **Incentive Indication:** Incentive amount may be higher, lower or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for a calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

**** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)



APPOINTMENT LETTER

May 13, 2019

Dear Sankalp O R,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



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amr
Dr. SUNNY JOSEPH KALAYATHANKAL
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M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
College

Infosys



Jesvin Joseph Palatty

1070820

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
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Jyothi Engineering College
Cheruthuruthy P.O.- 676 551



Poornam Info Vision Pvt. Ltd.
An ISO 9001:2015 and 27001:2013 Certified Company

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Ph : +91-484 2427971, 2428918
e-mail : support@poornam.com
www.poornam.com
CIN: U72200KL1999PTC013407


PERSONAL AND CONFIDENTIAL

PIV/HR/APP-L/July - 15

July 17, 2019

Ms. Rinku George
Kollannur House
Villadam, Ramavarmapuram P O
Thrissur
680631

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Dear **Rinku George**,

We have the pleasure in appointing you in our Company as **Jr. Software Engineer - Trainee**. Kindly sign the duplicate copy of this letter of appointment and have it returned to us at the earliest.

Your date of appointment is effective from the date of joining, inclusive of the training period, commencing from **July 17, 2019**.

1. You will be on probation for a period of **six months** from the date of your appointment. Your confirmation will be based on your performance and successful completion of the probation period. However, if an employee joins after 10th of a month, the probation period will start from the 1st of the succeeding month.
2. You have to serve the company for a period of six months from the date of employment. In case you leave the company during the period of six months from the date of employment, you will be liable to pay us liquidated damages of Rs.86,694.00 (Rs Eighty Six thousand six hundred and ninety four only) being the expenses incurred for your training.
3. The contract of employment is terminable, without reason, by either party giving one-month notice failing which, a sum equivalent to one month's gross salary will have to be paid in lieu of the notice by the defaulting party.
4. Your salary will be reviewed periodically as per Company policy.

5. In view of the position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires.

6. Any information regarding the company's business or other relevant information shall remain secret and safeguarded by you.

7. Your remuneration is purely a fact between you and the company, and has been arrived at on the basis of your background, your professional merit and the company's prevailing compensation guidelines. You are requested to maintain this information and any changes hereafter, as strictly personal and confidential.

8. During your service with the company, you shall devote your full time and attention to the company's business and shall not engage yourself in any other business or service directly or indirectly, part or full time.

9. Breach of any of the above terms will render you liable for termination of service without any notice or salary in lieu of.

10. Your monthly salary will be paid to you as per the Annexure attached with the appointment letter.

We welcome you to join our company and look forward to a long and fruitful association with us.

Yours sincerely

True Copy Attested

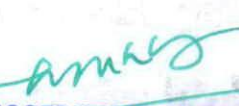
For Poornam Info Vision Pvt. Ltd.



Noble Joshy

Member Executive Group




Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

I agree to accept employment on the terms and conditions in the above.

I reported for duty on July 17, 2019.



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Parambilputhenveedu
151072

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www.ust-global.com

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Dr. SUNNY JOSHI
M.Tech, MCA
Ph.D (Computer Science)
Dr. YATHANKAL
M.Phil, B.Ed
Ph.D (Maths)

Jyothi Engineering College
Cheruthuruthy
686 531

Date: July 11, 2019

To,
Anand Balam

CONDITIONAL OFFER LETTER

Further to the discussion you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") at a compensation of Rs.3,00,000/- per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:

1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.
2. Two years' service Agreement -You are required to execute a bond/contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two Lakh) to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training.
3. This appointment is subject to being found medically fit to take up this Job.
4. Please be aware that this letter does not constitute a guarantee or contract of employment.
5. As a token of acceptance please sign the duplicate copy of this letter and return to us.
6. Your exact date of joining will be officially communicated to you later. The tentative date of joining will be on or after August 2019.


We look forward to working with you to create an exciting and a mutually rewarding association.

Sincerely,



Speridian Technologies Pvt. Ltd.
Human Resources

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Speridian Technologies Private Limited

CHE 117, 200FT, 002414, 018541

G2, Thegawana, Technopark, Trivandrum, India 695 581

Tel: +91 471 276 0526 Fax: +91 471 252 7535 | www.speridian.com

05-Jul-2019

Dear Ann Mary Varghese T,
Jyothi Engineering College.

Candidate ID - 13119083



In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/- as well as Cognizant's contribution of Rs.21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Sunish Bethavandla

Global Head-Talent Acquisition

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

Signature :

Date:

True Copy Attested

Amaly
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Jyothi Engineering College Date : 12/5/2019

Dear Aswini K Narayanan (Non-Voice),

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

True Copy Attested

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ. Block - A1. 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Tel No. : +91.44.4288-7884

CIN:U72200TN2000PTC045578

Blessy Babu

Muttichukaran House,
Mundur P.O
Pazhamukku,
Thrissur

Dear Blessy,

Subject: Emploument with FINGENT GLOBAL SOLUTIONS PRIVATE LIMITED, KOCHI

Congratulations, on behalf of **FINGENT Global Solutions Private LTD, Kochi** (referred as **FINGENT** in this letter to you). We are very pleased to offer you a position within our organization. Your employment will be governed by the rules, regulations and policies of **FINGENT**.

The following terms and conditions are applicable to you:

Position:

You are appointed to the position of **Junior Software Engineer**.

Reporting:

You will report to the **COE – Training**

Date of joining:

Your start date in the position might be **1st July 2019** as agreed with you.

Station of your assignment:

Your position as of now will be based in **Kochi**. Should there be a need for change from the existing location that you are assigned, it will be communicated to you.


Probation & Training:

The first **six** months of your appointment to this position will be the probationary/training period. We will review your progress in the position on a regular basis and provide you with regular feedback. Based on the job requirement, you may have to attend a training program that would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on your job requirements. Your confirmation will be based on your positive contributions to the objectives laid down to you. Based on business requirement, period of training can be extended for a further period of six months or part thereof. Your continued employment with **FINGENT** is subject to your meeting the qualifying criteria during and at the end of the **training**. We will be in a position to confirm continued employment upon successful completion of the probationary period.

Work Timings:

Your normal hours of work are from 9:00 a.m. to 6:00 p.m., Monday to Friday. However, you would be required to work extended hours, if required, to support important clients or any other critical needs of **FINGENT**. You will receive additional time off to compensate the extended hours of work and will be allocated to you by your manager.

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Leaves:

You are entitled to 12 paid leaves in a year, which includes your casual leaves. You can also avail 10 medical leaves annually, provided adequate medical certificate is furnished.

The employee is not entitled to leaves during his/her training period. However, after completion of the training period you are entitled to leaves as mentioned above.

Minimum Period of Service:

The employee is required to serve company and carry out the assigned duties for a minimum period of 18 (Eighteen) months. In case of any breach in the minimum service period, the Employee will be liable to pay the company his/her salary for eighteen months i.e. Rs. 22,536*18 months which results to Rs. 4,05,648/- towards training cost reimbursement.

Remuneration - Fixed

Your total payments towards cost to company will be **Rs. 2,70,428 per annum** (Rupees Two Lakhs Seventy Thousand Four Hundred and Twenty Eight only per annum). Attached you will find a detailed breakup in Appendix A. You will be paid once in a month in accordance with **FINGENT's** standard payroll practices. A basket of allowances will be paid to you as part of your salary every month. The components could vary from House Rent Allowance, Project Allowance, Travel Allowance or other miscellaneous allowances as applicable. These allowances are paid to support your different needs and help you to smoothly function in your job.

Termination of Employment:

During the probation period, if your performance is found to be unsatisfactory or if you do not meet the prescribed criteria in achieving your objectives during this period, your employment can be terminated by **FINGENT** without assigning any reason giving you with one week notice. During Probation period you will be required to give one months' notice or basic salary thereof, in case you decide to leave our services. **On confirmation as a regular employee**, you will be required to give three months' notice or basic salary thereof, in case you decide to leave our services. However, in the event of you having any incomplete assignment during your notice period, **FINGENT** will have the full discretion to hold and only relieve you at the **end of the notice period** or even extend your notice period, should it be deemed necessary. Similarly, **FINGENT** can terminate your services once you are confirmed in continued service, by giving you three months notice or basic salary thereof. **FINGENT** reserves the right to **terminate your services immediately on disciplinary grounds**, should any of your actions tantamount to Gross Misconduct.

Return of property:

Upon termination of this contract, you will have to return all assets & documents which include but not limited to key: records, notes, memoranda, models, equipment etc., which were in processions, custody or authority during the course of your work with **FINGENT**.

Taxation:

FINGENT will withhold all appropriate taxes from your salary and remit the same to the concerned authorities on time. These details, if any, will be communicated to you. Please note that you are liable to pay/ submit/ furnish/ file your individual tax returns.

Ethics:

Our ethical principles are the values that set the ground rules for all that we do. By visibly and continually reaffirming our commitment to the highest standards of business behavior and providing employees with sound guidance when questions arise, we instill an ethic in our organization that allows individual employees to exercise their very best judgment.

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Global Solutions Private

Code of Conduct:

As an express condition of your employment with **FINGENT**, by accepting this offer letter, you thereby agree to read and fully understand the clauses mentioned in the employee policy manual, and unconditionally abide by the principles and guidelines in the employee policy manual as set by **FINGENT**, which is published in the company shared site (<https://sites.google.com/a/fingent.com/talent-engagement/>). It is only through following these principles we can continue to foster a positive environment of mutual trust and respect, and create a community that promotes individual

growth, self-management and accountability. Further the future amendments to the said employee policy manual will be communicated to you and you are bound to obey the same.

Invention and Copyright Agreement:

You acknowledge that the following belong to FINGENT.

- All inventions, discoveries and novel design whether or not register able as designs or patents.
- All writings (including programs), artwork and other copyright works referred to above and if required by **FINGENT**, assign to **FINGENT** any other inventions, discoveries, designs or copyright works devised or created by the employee whilst employed by **FINGENT** and which may touch upon the future or present business or products of **FINGENT** and its related companies.
- You shall both during and after employment do all such acts and things, and sign all documents, as **FINGENT** or its solicitors may reasonably request to secure **FINGENT's** ownership or rights in the inventions, discoveries, designs or copyright works referred to above.

Background Checks:

FINGENT may at its discretion, conduct background checks prior to or after your joining date to validate your identity, the address provided by you, your education qualifications presented and your prior work experience, to conduct any criminal checks or any other checks as deemed necessary. You expressly consent to **FINGENT** conducting such background checks on you. If the **FINGENT** is not satisfied, in its sole discretion, with the outcome of the background checks, **FINGENT** reserves the right to withdraw this Offer without notice and Compensation or even to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and **FINGENT** feels the need to further validate such facts **FINGENT** may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the **FINGENT**, in advance of initiating appropriate action. In absence of the same, you will be required to undergo a criminal background check, the cost of which will be borne by you. This check will be initiated on the date of your joining.

Non-Compete Agreement:

By accepting this offer of employment with **FINGENT**, you wholly agree to the following terms and conditions (but not limited to) as expressed below and acknowledge explicitly that this is a material condition of your employment.

1. In consideration of the above, you solemnly agree that for a period of one year, following the termination of your employment with **FINGENT**, for any reason, you will not:
 - a. Accept any offer of employment or any assignment, temporary or permanent in nature from any of the customers (past or present) associated with **FINGENT**, where you have working or currently working in a professional capacity with that Customer within twenty four (24) months immediately preceding the termination of your employment with **FINGENT**.

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
www.fingent.com

- b. Accept any offer of employment from a Competitor of FINGENT, if such employment would involve you having to work with a Customer with whom you had worked in the twenty four (24) months immediately preceding the termination of your employment with FINGENT.
2. You explicitly confirm that you or any members of your family or relatives does not own or are a part or associated with any firm or body which functions as a direct or indirect competition with FINGENT.
3. You will not willingly commit or take up any employment (or assignment) by way of part time /regular /freelance with any other organization or body during your employment with FINGENT.
4. You agree to acknowledge and sign, apart from this acceptance made by me in this offer letter, any other dedicated or subsequent agreements to this understanding, which FINGENT will issue to me once I join.

Confidentiality Agreement:

During the course of your employment with FINGENT, you will be entrusted with confidential and proprietary information. You agree that such information will not be released or divulged, whether directly or indirectly, unless authorized by FINGENT, required by law, or through the express written consent of FINGENT given under the hand of the proper officer with authority to give such consent). You agree to acknowledge and sign apart from the acceptance made by me in this offer letter, any other dedicated or subsequent agreements to this understanding, which FINGENT will issue to me once I join.

Other Terms and Conditions:

By accepting this offer, you also acknowledge and agree that you have understood the terms and conditions and shall abide the above unconditionally. Any violation of the above terms and conditions agreed and accepted by you will attract both legal and disciplinary actions against you.

Effective Date:

The terms of this offer shall come into effect on your first day of employment with FINGENT

We would ask that you review the contents of this offer carefully. If the terms of employment as set out in this agreement are acceptable to you, please sign and return a fully signed copy to my attention by **1st July 2019**.

Welcome to FINGENT Global Solutions PVT LTD. We wish you a long, rewarding and fulfilling career and look forward to your joining us. We hope that you find the terms of this offer reasonable and attractive.


Please feel free to contact me if you have any questions at 0484-4055006.

Yours truly,



True Copy Attested

Varghese Samuel
Managing Director



Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Appendix A: Total Cost to Company Breakup

Name:

Designation:

Blessy Babu
Junior Software Engineer

Salary Structure	Salary Breakup per Month	CTC Breakup per Annum
Components	Amount (Rs)	Amount (Rs)
Earnings		
Basic Pay		
House Rent Allowances	6300	75604
Travel Allowance	2520	30242
Medical Allowance	1600	19200
Project Allowance	1250	15000
Gross Salary	9331	111966
Statutory Contributions	21001	252012
Employer Contribution to Employee Provident Fund (EPF)		13176
Employer Contribution to Employee Welfare Fund (EWF)		240
Employer Contribution to Employee State Insurance (ESI)		0
Other Benefits		
Employer Contribution to Medical Insurance		5000
Sub Total (B + C)		18416
Total Cost To Company (A + B + C)		270428

Deductions

An equivalent amount of Employer PF/Voluntary Contributions per month will be deducted from Salary towards Employee contribution to PF
Voluntary Contribution to Provident Fund can be made up to 100% of the Basic Pay according to EPF Act.

The TDS will have to be worked out based on your investments for the current financial year.
Taxes such as Professional Tax will be extra.

An equivalent amount of Employer Contribution to EWF per month will be deducted from Salary towards Employee contribution to EWF

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

www.sunnyjoseph.com

amazon | Development Centre India

LETTER OF INTENT

Date: May 3, 2019

Name: DENCY DAVIS

Dear Candidate,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 16,767 per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

Tower B- 3rd Floor, India Land Tech Park Private Limited , Chill SEZ Area,
Keeranatham Village , Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu
Tel: +91-422-666 5000

www.amazon.com

CIN : U72200KA2004FTC034233

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

amazon | Development Centre India

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on csrecruiting-coimbatore@amazon.com


Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Ramya Galla
Recruitment Manager, CS HR

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

ACCEPTANCE OF LOI

I accept the terms set forth in this letter with the company:

Signature

Date

Tower B- 3rd Floor, India Land Tech Park Private Limited . Chill SEZ Area,
Keeranatham Village . Saravanampatti Coimbatore Tamil Nadu 641035 Tamil Nadu
Tel: +91-422-666 5000

www.amazon.com

CIN : U72200KA2004FTC034233

Name			
Date			
Designation on Joining			
CS Location	Coimbatore		
<i>Please refer the annexure for an explanation of the salary components</i>			
Compensation Structure			
Pay Component	Monthly (INR)	Annual (INR)	
Basic	6,021	72,250	
House Rent Allowance	3,010	36,125	
Employer contribution to PF	723	8,670	
Flexi Components	2,288	27,455	
Total Base	12,042	144,500	
Variable Pay	2,125	25,500	
Total Compensation	14,167	170,000	
Food Coupons	1,100	13,200	
Transport Allowance	1,500	18,000	
Total Cost to Company	16,767	201,200	

Overtime Allowance:

Hours worked by an employee in excess of their regular work hours on a scheduled day and, similarly, any hours worked on their work off or non-working day are considered an "Overtime Hours." For each overtime hour, employee will receive additional pay as applicable by the policy.

Night Shift Allowance:

Employees spending 50% of work hours of a day between 8.00 PM to 8.00 AM as per their shift timing are eligible for Night Shift allowance as per the policy.

Statutory Bonus:

Depending upon the profits of the company for the accounting year one would be eligible for an additional bonus of maximum 20% as per the policy and eligibility.

Gratuity:

Gratuity is a statutory benefit paid to the employees who have rendered continuous service for at least 5 years and will payable to an employee on cessation of employment as per the policy.

*The above is subject to changes as per local laws and company policy

*The above amounts are subject to Govt deductions which include employee & employer contribution to PF, PT, Income tax, ESI etc applicable

True Copy Attested

Amey
Dr. SUNNY JOSEPH KALAYATHANKA
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

10



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Jyothi Engineering College Date : 12/5/2019

Dear GOUTHAM V R ,

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

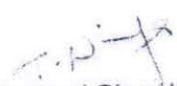
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)


Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland


Authorized Signatory

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884
CIN:U72200TN2000PTC045578

UST

Ciya James
Jyothi Engineering College, Cheruthuruthy

U ST/SO00045282-1-1-1/527255
June 7, 2019

Sub: Letter of Offer

Ciya James,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as **"Validation Associate", T1** for a fixed period of 12 months on a salary of **Rs. 240,000.00 (Rupees Two Lakh Forty Thousand)** per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be June 12, 2019 and work location is Bangalore - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debars you from by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

True Copy Attested

This offer will be valid till June 12, 2019. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

UST

If you accept this offer of employment, you are required to join your employment on or before **June 12, 2019**. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,
for US Technology International Pvt Ltd


Accepted



Vinesh George
Sr. Manager HR

True Copy Attested

Encl : Annexure 1
Annexure 2


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

UST

Feba Joseph
Jyothi Engineering College, Cheruthuruthy

U ST/SO00045282-1-1-1/527256
June 7, 2019

Sub: Letter of Offer

Dear Feba Joseph,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as **"Validation Associate", T1** for a fixed period of 12 months on a salary of **Rs. 240,000.00 (Rupees Two Lakh Forty Thousand)** per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be June 12, 2019 and work location is Bangalore - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debars you from by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science) (Maths)
Principal

Jyothi Engineering College
Cheruthuruthy

10/2019

eOffer Content

UST

If you accept this offer of employment, you are required to join your employment on or before **June 12, 2019**. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,

for US Technology International Pvt Ltd


Accepted



Vinesh George
Sr. Manager HR

Encl : Annexure 1
Annexure 2

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

6/10/2019

UST Global

Annexure 1 (A)

Designated as: "Validation Associate"

Components	Monthly Salary	Annual
		72,000.00
Basic Salary	6,000.00	36,000.00
House Rent Allowance	3,000.00	2,400.00
Education Allowance	200.00	14,400.00
Bonus Ex-Gratia	1,200.00	90,000.00
Other Allowance	7,500.00	21,600.00
Employer Contribution to PF***	1,800.00	3,600.00
Gratuity	300.00	240,000.00
Total Monthly Gross	20,000.00	0.00
Variable Pay		240,000.00
Cost to the Company (CTC)		

*Please note that the HRA component in your salary structure is split into two parts: HRA which is 40% of Basic Salary (for all locations) and Additional HRA which is 10% of Basic Salary for Metro locations and 0% for Non-Metro locations. As per the current HRA Policy National Capital Region (NCR) and Delhi are classified as Metro, while all other locations in India are classified as Non-Metro.

**Other allowances may include your non-taxable optional allowances mentioned in Annexure B.

*** Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.

True Copy Attested

Amr
 Dr. SUNNY JOSEPH KALAYATHANKAL
 M.Tech, MCA, M.Sc, M.Phil, B.Ed
 Ph.D (Computer Science), Ph.D (Maths)
 PRINCIPAL
 Jyothi Engineering College
 Cheruthuruthy P.O.- 679 531



March 20, 2019

Ms JEESHMA MOHAN P
Jyothi Engineering College, Cheruthuruthy.

Dear Jeeshma Mohan P,

Further to our interactions with you, we are pleased to offer you the position of Associate (Training) at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement). Your joining letter, which will be issued closer to the date of joining, will have details regarding the location of induction training, location of posting, and supervisory arrangements. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require.

You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You will initially be on probation for 3 months. During this period you will be paid a stipend of Rs 10,000/- out of which Rs.8000 will be fixed and Rs 2000 will be performance based pay plus an accommodation allowance of Rs.2,500 to Rs.5,000 depending on location of posting. The probation period above may be cut short based on your performance. The same can also be extended to 6 months, if your performance is not deemed satisfactory.

Upon successful completion of probation, you will be inducted as an Associate (Training) with an Annual CTC of Rs.2,88,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of start of probation. You will be required to submit your along with the signed copy of this letter as an acknowledgement of acceptance, at the start of probation. Upon commencing the commitment of service of 2 years, any requests to be relieved of duties cannot be submitted before the end of the service period.

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 4 days from the date of offer.

You will also be contacted by one of our current associates / senior associates in the next few months to facilitate your pre-joining learning. These associates will mentor you in the learning of specific topic areas and to ensure a smooth transition from college to workplace. Satisfactory completion of pre-joining learning modules will contribute to better performance during probation. This is a mandatory requirement as part of the induction.


We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

Arumugam N Vadivelu
Manager – (HR Ops & Strategy)

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531

6-10-2019

Offer Content

UST Global

Jiji Sasidharan
Jyothi Engineering College, Cheruthuruthy

U ST/SO00045282-1-1-1/527257
June 7, 2019

Sub: Letter of Offer

Dear Jiji Sasidharan,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as "Validation Associate", T1 for a fixed period of 12 months on a salary of Rs. 240,000.00 (Rupees Two Lakh Forty Thousand) per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be June 12, 2019 and work location is Bangalore - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debar you from by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

This offer will be valid till June 12, 2019. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

6/10/2019

eOffer Content

UST Global

If you accept this offer of employment, you are required to join your employment on or before **June 12, 2019**. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,
for US Technology International Pvt Ltd


Accepted



Vinesh George
Sr. Manager HR

Encl : Annexure 1
Annexure 2

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

UST

Annexure 1 (A)

Designated as: "Validation Associate"

Components	Monthly Salary	Annual
Basic Salary	6,000.00	72,000.00
House Rent Allowance	3,000.00	36,000.00
Education Allowance	200.00	2,400.00
Bonus Ex-Gratia	1,200.00	14,400.00
Other Allowance	7,500.00	90,000.00
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	300.00	3,600.00
Total Monthly Gross	20,000.00	240,000.00
Variable Pay		0.00
Cost to the Company (CTC)		240,000.00

*Please note that the HRA component in your salary structure is split into two parts: HRA which is 40% of Basic Salary (for all locations) and Additional HRA which is 10% of Basic Salary for Metro locations and 0% for Non-Metro locations. As per the current HRA Policy

National Capital Region (NCR) and Delhi are classified as Metro, while all other locations in India are classified as Non-Metro.

**Other allowances may include your non-taxable optional allowances mentioned in Annexure B.

*** Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.

True Copy Attested

Anurag
Dr. SUNNY JOSEPH KALAYATHANKAL
 M.Tech, MCA, M.Sc, M.Phil, B.Ed
 Ph.D (Computer Science), Ph.D (Maths)
 PRINCIPAL
 Jyothi Engineering College
 Cheruthuruthy P.O.- 679 531



Ref: TCSL/DT20184580805/1243779/Trivandrum
Date: 07 June 2019

Sub: Joining Letter

Dear Ms. Nayana P N

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

We are pleased to inform you that your joining date at TCSL will be 15th July 2019 and your training location is Kochi. We are pleased to inform you that your work location is Kochi and your stream is IT. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by 09:30 AM on the date mentioned above.

Tata Consultancy Services
TCS Centre ,SEZ Unit,,
Infopark PO,,
Kochi, Kerala-682042.
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez
Phone: 914846187117
Email Id: paul.f@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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

True Copy Attached

Amulya
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531

Private and Confidential

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Page | 1



TCS Xperience Program

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

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

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


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

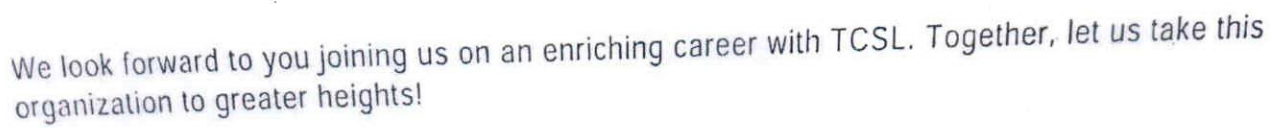
Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

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

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

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531



Warm regards,



Damodar Padhi

Vice President & Global Head - Talent Development

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531



March 20, 2019

Ms NIMA JOSHY
Jyothi Engineering College, Cheruthuruthy.

Dear Nima Joshy,

Further to our interactions with you, we are pleased to offer you the position of Associate (Training) at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement). Your joining letter, which will be issued closer to the date of joining, will have details regarding the location of induction training, location of posting, and supervisory arrangements. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require.

You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You will initially be on probation for 3 months. During this period you will be paid a stipend of Rs 10,000/- out of which Rs.8000 will be fixed and Rs 2000 will be performance based pay plus an accommodation allowance of Rs.2,500 to Rs.5,000 depending on location of posting. The probation period above may be cut short based on your performance. The same can also be extended to 6 months, if your performance is not deemed satisfactory.

Upon successful completion of probation, you will be inducted as an Associate (Training) with an Annual CTC of Rs.2,88,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of start of probation. You will be required to submit your along with the signed copy of this letter as an acknowledgement of acceptance, at the start of probation. Upon commencing the commitment of service of 2 years, any requests to be relieved of duties cannot be submitted before the end of the service period.

True Copy Attested

Amey
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 4 days from the date of offer.

You will also be contacted by one of our current associates / senior associates in the next few months to facilitate your pre-joining learning. These associates will mentor you in the learning of specific topic areas and to ensure a smooth transition from college to workplace. Satisfactory completion of pre-joining learning modules will contribute to better performance during probation. This is a mandatory requirement as part of the induction.


We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

True Copy Attested

Arumugam N Vadivelu
Manager – (HR Ops & Strategy)


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



Annexure I: Compensation Structure

	Position & Department	Associate - Training
#	Components of Total Fixed Pay	Per Annum (in INR)
1	Basic Pay	96,000/-
2	House Rent Allowance	38,400/-
3	Medical Allowance	15000/-
4	Conveyance Allowance	19200/-
5	Special Allowance	71400/-
	Total Fixed Pay per annum	2,40,000/-
	Annual Performance Linked Pay (Maximum)	48,000/-
	Total Cost to Company	2,88,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000) and Medical Cover (Rs.1,00,000 per annum). The premium for the same will be borne by the company.

*If the employee opts for availing the Provident Fund facility, the Contribution to the same shall be appropriately adjusted from the Total Cost to Company

True Copy Attested

Thank you

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

Arumugam N Vadivelu

Manager – (HR Ops & Strategy)

Arumugam N Vadivelu
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



24
March 20, 2019

Ms SANIYA A S
Jyothi Engineering College, Cheruthuruthy.

Dear Saniya A S,


Further to our interactions with you, we are pleased to offer you the position of Associate (Training) at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement). Your joining letter, which will be issued closer to the date of joining, will have details regarding the location of induction training, location of posting, and supervisory arrangements. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require.

You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You will initially be on probation for 3 months. During this period you will be paid a stipend of Rs 10,000/- out of which Rs.8000 will be fixed and Rs 2000 will be performance based pay plus an accommodation allowance of Rs.2,500 to Rs.5,000 depending on location of posting. The probation period above may be cut short based on your performance. The same can also be extended to 6 months, if your performance is not deemed satisfactory.

Upon successful completion of probation, you will be inducted as an Associate (Training) with an Annual CTC of Rs.2,88,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of start of probation. You will be required to submit your along with the signed copy of this letter as an acknowledgement of acceptance, at the start of probation. Upon commencing the commitment of service of 2 years, any requests to be relieved of duties cannot be submitted before the end of the service period.

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



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You will also be contacted by one of our current associates / senior associates in the next few months to facilitate your pre-joining learning. These associates will mentor you in the learning of specific topic areas and to ensure a smooth transition from college to workplace. Satisfactory completion of pre-joining learning modules will contribute to better performance during probation. This is a mandatory requirement as part of the induction.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Yours sincerely
For Focus 4 - D Career Education Pvt Ltd

True Copy Attested

Arumugam N Vadivelu
Manager - (HR Ops & Strategy)


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Annexure I: Compensation Structure

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	Total Cost to Company	2,88,000/-

as: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000) and Medical Cover (Rs.1,00,000 per annum). The premium for the same will be borne by the company.
If the employee opts for availing the Provident Fund facility, the Contribution to the same shall be appropriately adjusted from the Total Cost to Company

www.knit.com

True Copy Attested

Thank you
Yours sincerely
Dr. Focus 4 - D Career Education Pvt Ltd

Arumugam N Vadivelu
Manager - (HR Ops & Strategy)

Amey
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

amazon | Development Centre India

LETTER OF INTENT

Date: May 3, 2019

Name: SWATHI K.S

Dear Candidate,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 16,767 per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

True Copy Attested

Tower B- 3rd Floor, India Land Tech Park Private Limited, Chill SEZ Area,
Keeranatham Village, Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu

Tel: +91-422-666 5000

www.amazon.com

CIN : U72200KA2004FTC034233

Ammy
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

amazon | Development Centre India

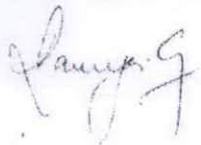
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on csrecruiting-coimbatore@amazon.com

Yours sincerely,


For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



True Copy Attested



Ramya Galla
Recruitment Manager, CS HR


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

ACCEPTANCE OF LOI

I accept the terms set forth in this letter with the company:

Signature

Date

Tower B- 3rd Floor, India Land Tech Park Private Limited . Chill SEZ Area.
Keeranatham Village . Saravanampatti. Coimbatore. Tamil Nadu 641035. Tamil Nadu

Tel: +91-422-666 5000

www.amazon.com

CIN : U72200KA2004FTC034233

Name		
Date		
Designation on Joining		
CS Location		Coimbatore
<i>Please refer the annexure for an explanation of the salary components</i>		
Compensation Structure		
Pay Component	Monthly (INR)	Annual (INR)
Basic	6,021	72,250
House Rent Allowance	3,010	36,125
Employer contribution to PF	723	8,670
Flexi Components	2,288	27,455
Total Base	12,042	144,500
Variable Pay	2,125	25,500
Total Compensation	14,167	170,000
Food Coupons	1,100	13,200
Transport Allowance	1,500	18,000
Total Cost to Company	16,767	201,200

Overtime Allowance:

Hours worked by an employee in excess of their regular work hours on a scheduled day and, similarly, any hours worked on their work off or non-working day are considered an "Overtime Hours." For each overtime hour, employee will receive additional pay as applicable by the policy.

Night Shift Allowance:

Employees spending 50% of work hours of a day between 8.00 PM to 8.00 AM as per their shift timing are eligible for Night Shift allowance as per the policy.

Statutory Bonus:

Depending upon the profits of the company for the accounting year one would be eligible for an additional bonus of maximum 20% as per the policy and eligibility.

Gratuity:

Gratuity is a statutory benefit paid to the employees who have rendered continuous service for at least 5 years and will payable to an employee on cessation of employment as per the policy.

True Copy Attested

*The above is subject to changes as per local laws and company policy

*The above amounts are subject to Govt deductions which include employee & employer contribution to PF, PT, Income tax, ESI etc applicable

[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL
 M.Tech, MCA, M.Sc, M.Phil, B.Ed
 Ph.D (Computer Science), Ph.D (Maths)
 PRINCIPAL

Jyothi Engineering College
 Cheruthuruthy P.O. 670 501

[Signature]



Ref: TCSL/DT20184580805/1243781/Trivandrum
Date: 07 June 2019

Sub: Joining Letter

Dear Mr. Thejus Tony

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

We are pleased to inform you that your joining date at TCSL will be 15th July 2019 and your training location is Kochi. We are pleased to inform you that your work location is Kochi and your stream is IT. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by 09:30 AM on the date mentioned above.

Tata Consultancy Services

TCS Centre ,SEZ Unit,,

Infopark PO,,

Kochi, Kerala-682042.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez


Phone: 914846187117

Email Id: paul.f@tcs.com

(Contact Hours: Monday - Friday, 9 AM to 6 PM)

True Copy Attested

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


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Private and Confidential

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Registered Office: 100, Narayana Park, 10th Floor, 10th Avenue, Mumbai-400 099 India

Tel: 91 22 6779 6800 Fax: 91 22 6779 6855 Website: www.tcs.com

Registered Office: 100, Narayana Park, 10th Floor, 10th Avenue, Mumbai-400 099 India

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S Xperience Program

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

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

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


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Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

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

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

True Copy Attested


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

Up to experience the future!!

Warm regards,

Amodar Padhi
Vice President & Global Head - Talent Development



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

True Copy Attested

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Jyothi Engineering College
Cheruthuruthy P.O.- 679 531



PROVISIONAL OFFER LETTER

Campus Name : Jyothi Engineering College

Date : 12/5/2019

Dear A N MOHAMMED NIHAS,

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.


You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland



Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Park, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. +91 44 4288 7884

CIN:U72200TN2000PTC045578


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
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PRINCIPAL
Jyothi Engineering College



2

Ref: TCSL/DT20184580805/1243782/Trivandrum
Date: 07 June 2019

Sub: Joining Letter

Dear Ms. Abiya Christy

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

We are pleased to inform you that your joining date at TCSL will be 15th July 2019 and your training location is Kochi. We are pleased to inform you that your work location is Kochi and your stream is IT. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by 09:30 AM on the date mentioned above.

Tata Consultancy Services
TCS Centre, SEZ Unit,,
Infopark PO,,
Kochi, Kerala-682042.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez
Phone: 914846187117
Email Id: paul.f@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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

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TCS Xperience Program

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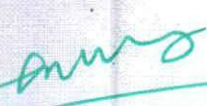
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Tata Consultancy Services Limited

About: Business Park, Gateway Park, Road NO. 11 MIDC, Andheri, Mumbai 400 093 India
Tel: 91 22 6779 0000 Fax: 91 22 6779 0000 Website: www.tcs.com
Registered Office: Narmada Building, 9th Floor, Nariman Point, Mumbai 400 021



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

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



Click here or use a QR code scanner from your mobile to validate the joining letter

Sunny
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GROSS SALARY SHEET

Annexure 1

Designation Assistant System Engineer-Trainee
Institute Name Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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Tata Consultancy Services Limited

Amr
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Jyothi Engineering College
Cheruthuruthy P.O.-679 531

True Copy At...

March 20, 2019

Ms AGNEL BABU
Jyothi Engineering College, Cheruthuruthy.


Dear Agnel Babu,

Further to our interactions with you, we are pleased to offer you the position of Associate (Training) at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement). Your joining letter, which will be issued closer to the date of joining, will have details regarding the location of induction training, location of posting, and supervisory arrangements. During the course of your employment with us, you may be transferred to any of the company's locations based on organizational needs. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require.

You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You will initially be on probation for 3 months. During this period you will be paid a stipend of Rs 10,000/- out of which Rs.8000 will be fixed and Rs 2000 will be performance based pay plus an accommodation allowance of Rs.2,500 to Rs.5,000 depending on location of posting. The probation period above may be cut short based on your performance. The same can also be extended to 6 months, if your performance is not deemed satisfactory.

Upon successful completion of probation, you will be inducted as an Associate (Training) with an Annual CTC of Rs.2,88,000/-. The break-up of the same is provided in Annexure I. In addition, all expenses incurred for official purposes such as business travel will be reimbursed as per company policy.

Your appointment will include a commitment of service for a period of 2 years starting from the date of start of probation. You will be required to submit your along with the signed copy of this letter as an acknowledgement of acceptance, at the start of probation. Upon commencing the commitment of service of 2 years, any requests to be relieved of duties cannot be submitted before the end of the service period.


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This letter is a communication of an employment offer and is not a letter of appointment. I hope that you will accept this offer by signing this letter in the space below (in all pages) and returning it to me as soon as possible, but no later than 4 days from the date of offer.

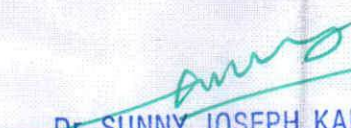
You will also be contacted by one of our current associates / senior associates in the next few months to facilitate your pre-joining learning. These associates will mentor you in the learning of specific topic areas and to ensure a smooth transition from college to workplace. Satisfactory completion of pre-joining learning modules will contribute to better performance during probation. This is a mandatory requirement as part of the induction.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion.

Yours sincerely
For Focus 4 - D Career Education Pvt Ltd

Arumugam N Vadivelu
Manager - (HR Ops & Strategy)

True Copy Attested


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Annexure I: Compensation Structure

	Position & Department	Associate - Training
#	Components of Total Fixed Pay	Per Annum (in INR)
1	Basic Pay	96,000/-
2	House Rent Allowance	38,400/-
3	Medical Allowance	15000/-
4	Conveyance Allowance	19200/-
5	Special Allowance	71400/-
	Total Fixed Pay per annum	2,40,000/-
	Annual Performance Linked Pay (Maximum)	48,000/-
	Total Cost to Company	2,88,000/-

Notes: *Associates will be covered under the company group insurance policies for Life Cover (Rs.10,00,000) and Medical Cover (Rs.1,00,000 per annum). The premium for the same will be borne by the company.

*If the employee opts for availing the Provident Fund facility, the Contribution to the same shall be appropriately adjusted from the Total Cost to Company

Thank you

Yours sincerely

For Focus 4 - D Career Education Pvt Ltd

Arumugam N Vadivelu

Manager - (HR Ops & Strategy)

[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College

Cheruthuruthy P.O. - 679 531

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ACCEPTANCE OF OFFER

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance

HRD/3T/19-20/10919326

July 30, 2019

Ms. Anagha N V
Candidate ID: 10919326

Dear Ms. Anagha N V,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **February 17, 2020**.

Location

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Company Confidential - This communication is intended only for the named addressee(s).

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HRD/3T/19-20/10919325

Ms. Anagha N V
Candidate ID: 10919325

July 30, 2019

Dear Ms. Anagha N V

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.


At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0361
F 91 80 2852 0362
askus@infosys.com
www.infosys.com



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Cheruthuruthy P.O.-679 531

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore

True Copy Attested

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary	722			
FIXED GROSS SALARY (1+2+3)	25,000			
TOTAL GROSS SALARY	25,000			
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				


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ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/loan allowance policy at that time.				
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5

Ref: TCSL/DT20184580805/1243783/Trivandrum
Date: 07 June 2019

Sub: Joining Letter

Dear Ms. Bhavya Haridas T

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

We are pleased to inform you that your joining date at TCSL will be 15th July 2019 and your training location is Kochi. We are pleased to inform you that your work location is Kochi and your stream is IT. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by 09:30 AM on the date mentioned above.

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Phone: 914846187117
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Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

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

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



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GROSS SALARY SHEET

Annexure 1

Designation

Assistant System Engineer-Trainee

Institute Name

Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TATA CONSULTANCY SERVICES

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Anurag
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL



APPOINTMENT LETTER

May 13, 2019

Dear Deepakraj T Chandrahasan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.


1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

True Copy Attested

Registered Office:

Wipro Limited
Doddaswamikal
Bangalore Road
Bangalore 560 035
India
T: +91 (80) 2844 0011
F: +91 (80) 2844 0054
E: info@wipro.com
W: wipro.com
C: L32102KA1946PLC029800


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Cheruthuruthy P.O. - 679 531

8483758

ANNEXURE III
SALARY OFFER SHEET

Name : Deepakraj T Chandrahasan

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay (5% of CTC)	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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Registered Office:

Wipro Limited
Chennai
Sriharipur Road
Tamil Nadu - 600 127
India
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F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : LX2102KA1945FLCD20600

Sunny
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Cheruthuruthy P.O.- 679 531

8483758



2. Compensation:

You will be eligible for:

- Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- Your salary will be reviewed periodically as per Company policy.
- Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- Leave, holidays and working hours as applicable to your stream and location of posting.
- Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- Leave Travel Assistance (LTA) as per the Company's policy.
- Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act. Contributory Medical Insurance for your band.
- Employee Benefits Program sponsored and administered by the Company for management employees comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:


- In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.

Registered Office:

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Bengaluru 560 075
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Jyothi Engineering College
Chennai

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Apart from the standard salary components, Project Engineers are also entitled to the following unique Company Benefits to help you manage during exigency.

- Interest free loan of Rs.20,000/- towards housing deposits or towards purchase of two wheeler
- Contingency loan of Rs.50,000/- towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum

Date: __/__/__

Signature:.....

True Copy Attested

Registered Office:

Wipro Limited

Chudashanelli

Ganapathi Road

Bengaluru 560 035

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Amr
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8483758

amazon | Development Centre India

LETTER OF INTENT

Date: May 3, 2019

Name: DELVIN DAVIS

Dear Candidate,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 16,767 per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.


Tower B- 3rd Floor, India Land Tech Park Private Limited, Chill SEZ Area,
Keeranatham Village, Saravanampatti, Coimbatore, Tamil Nadu 641035 Tamil Nadu

Tel: +91-422-666 5000

www.amazon.com

CIN: U72200KA2004FTC034230

True Copy Attested


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Ph.D (Computer Science), Ph.D (Maths)
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amazon | Development Centre
India

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on csrecruiting-coimbatore@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Ramya Galla
Recruitment Manager, CS HR

ACCEPTANCE OF LOI

I accept the terms set forth in this letter with the company:

Signature

Date

True Copy Attested

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Keeranatham Village, Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu

Tel: +91-422-666 5000

www.amazon.com

CIN : U72200KA2004FTC034233

Name		
Date		
Designation on Joining		
CS Location		Coimbatore
<i>Please refer the annexure for an explanation of the salary components</i>		
Compensation Structure		
Pay Component	Monthly (INR)	Annual (INR)
Basic	6,021	72,250
House Rent Allowance	3,010	36,125
Employer contribution to PF	723	8,670
Flexi Components	2,288	27,455
Total Base	12,042	144,500
Variable Pay	2,125	25,500
Total Compensation	14,167	170,000
Food Coupons	1,100	13,200
Transport Allowance	1,500	18,000
Total Cost to Company	16,767	201,200

Overtime Allowance:

Hours worked by an employee in excess of their regular work hours on a scheduled day and, similarly, any hours worked on their work off or non-working day are considered an "Overtime Hours." For each overtime hour, employee will receive additional pay as applicable by the policy.

Night Shift Allowance:

Employees spending 50% of work hours of a day between 8.00 PM to 8.00 AM as per their shift timing are eligible for Night Shift allowance as per the policy.

Statutory Bonus:

Depending upon the profits of the company for the accounting year one would be eligible for an additional bonus of maximum 20% as per the policy and eligibility.

Gratuity:

Gratuity is a statutory benefit paid to the employees who have rendered continuous service for at least 5 years and will payable to an employee on cessation of employment as per the policy.

*The above is subject to changes as per local laws and company policy

*The above amounts are subject to Govt deductions which include employee & employer contribution to PF, PT, Income tax, ESI etc applicable


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ANNEXURE 1

EXPLANATION OF SALARY COMPONENTS

1. Basic - It is 50% of total base salary.
2. House Rent Allowance- It is 50% of basic salary. HRA exemption is applicable as per income tax rules on submission of the required documents.
3. Employer Contribution to PF (Provident Fund) – It is computed as 12% of basic salary. Employee has an option to fix employer contribution to PF at INR 1800 per month (INR 21600 per annum) if the minimum annual PF computed as 12% of basic salary is more than INR 21600.
4. Flexi Components - Employees can choose to allocate the un-allocated amount of their Annual Base Pay to any of the tax friendly components like self-education, children's education allowance, children's hostel allowance, self-owned vehicle expenses, national pension system. These are collectively referred to as Flexi Components and employees have the option to select them within the applicable limits.

The residual of flexi components post allocation to the Flexi Basket components will be auto-allocated to certain fixed allowances up to a maximum value in the following order - (1) LTA, (2) Medical, (3) Conveyance allowance, and (4) Meal Allowance. Lastly, the residual Base Pay (if any), which has not been allocated under any of the above, is called Flexi Allowance.
5. Variable Pay -

Paid on quarterly basis, after training is completed. Actual payout may be as high as 49% of annual base pay or zero subject to individual's performance level and as per the Company standards and policy.
6. Food Coupons - Amazon India provides Meal Card/Vouchers worth INR 1100/- every month to all its employees
7. Transport Allowance - L3 and below employees who are based out of Amazon offices/cities where the Transport facility is not available or choose not to avail the facility, are eligible to receive a transport allowance

Disclaimer: This document has been created for informational purpose only. The content of this document and applicability are subject to change with or without prior notice. In case of any change in the policy at any point of time, the new policy supersedes the details captured in this document with or without any notice or explicit communication.


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Cheruthuruthy P.O. 670 501

VVDN Technologies Pvt. Ltd.
21/11, Laxmi Nagar, 1st floor,
K. P. J. Nagar, Kochi
Kochi - 682009

VVDN Office
K. P. J. Nagar, 1st floor,
K. P. J. Nagar, Kochi
Kochi - 682009
Tel No: +91 124 4284250
Fax No: +91 124 4284251

Website
www.vvdn.com
Email
info@vvdn.com

VVDN
K. P. J. Nagar, 1st floor,
K. P. J. Nagar, Kochi



OFFER LETTER

Date: 12-12-2018

Name of the Candidate: Jain Varghese
Place of Joining: Kochi
Date of Joining: 03-07-2019

Dear Jain Varghese,

With reference to your interview you had with us, we are pleased to offer you the position of "Engineer (Trainee)" in VVDN Technologies Pvt. Ltd (hereinafter referred to as "VVDN" or "Company") on the following terms and conditions:

1. You will be given a salary of Rs. 3.2 Lakh per Annum starting from the day of joining.
2. Working days will be Five days a week whereas for Production/ Manufacturing, it will be Six Days a week. This is subject to any change that may come into force in future. Such changes will supersede all the relevant clauses mentioned in this offer letter.
3. You will be on a probation period for the first 3 months. During this period, if the Company finds the performance of employee not at a satisfactory level, services will be terminated with an immediate effect.
4. Any financial commitments made before joining, will be furnished after three months of regular service wherein employee must not be on the notice period. In case of resignation before the first three month's completion, company reserve rights to decline such commitments.
5. You will be required to execute Confidentiality Agreement, Terms and Conditions of Employment and such other documents/ undertakings/ agreements as may be required by VVDN from time to time.
6. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc., which will be a result of your working in VVDN or its associates, or which you may come to know in the course of your employment, more specifically in relation to the engineering or technology used or adopted by VVDN, shall be the property of VVDN. You shall treat the above information or data in connection with any work done in VVDN strictly confidential. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
7. All information, papers, correspondence, etc., pertaining to VVDN business activities, commercial, technical or otherwise coming into your possession in the course of your employment shall be treated strictly confidential.
8. Relocation / Transfer: Transfer to a different function or department or location within VVDN can be requested or applied for by an employee only if such an opportunity is available and employee has completed minimum 2 years of service with VVDN. The decision on such a matter is at the sole discretion of the Company.

AO 08

Addressed to	Bangalore	Chennai	Coimbatore	Kochi	Madurai	San Jose Office
Office No 101-102, 1st floor, K. P. J. Nagar, 1st floor, K. P. J. Nagar, Kochi Kochi - 682009	Office No 101-102, 1st floor, K. P. J. Nagar, 1st floor, K. P. J. Nagar, Kochi Kochi - 682009	Office No 101-102, 1st floor, K. P. J. Nagar, 1st floor, K. P. J. Nagar, Kochi Kochi - 682009	Office No 101-102, 1st floor, K. P. J. Nagar, 1st floor, K. P. J. Nagar, Kochi Kochi - 682009	Office No 101-102, 1st floor, K. P. J. Nagar, 1st floor, K. P. J. Nagar, Kochi Kochi - 682009	Office No 101-102, 1st floor, K. P. J. Nagar, 1st floor, K. P. J. Nagar, Kochi Kochi - 682009	Office No 101-102, 1st floor, K. P. J. Nagar, 1st floor, K. P. J. Nagar, Kochi Kochi - 682009

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Registered Office:
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17, 18, East Patel Nagar
Delhi - 110008, India

Corporate Office:
10-22, Indraprastha Sector-44,
Gurgaon-122003
Haryana, India
Tel No: +91 124 4284250
Fax No: +91 124 4284251

Website:
www.vvdntechnologies.com
Email:
info@vvdntechnologies.com

CIN:
U72200DL2007PTC162619



Annexure I

Name of the Candidate : Jain Varghese
Designation : Engineer (Trainee)
Salary Break up

Salary Components	Annual (INR)	Monthly (INR)
Basic	126,000	10,500
HRA	63,000	5,250
Special Allowance	53,422	4,452
Reimbursement/ Allowances		
Meal Cards	26,400	2,200
Professional Research/ Development Allowance	30,000	2,500
Sub Gross Pay (A)	298,822	24,902
Statutory Benefits		
PF Contribution - Employer	15,120	1,260
Gratuity	6,058	505
PF Contribution - Employee (B)	15,120	1,260
Net Take Home Salary (A-B)	283,702	23,642
CTC	320,000	26,667

Useful Notes:

- PF is fully nontaxable.
- Medical Insurance premium amount will be deducted for the full year from first month's salary on pro rata basis and auto-renewed every year August month.
- Employee Contribution towards ESI will be deducted wherever ESI is applicable.
- HRA will be non-taxable subject to Bills submission & as per applicable provision of Income Tax ACT.
- LTA (Leave Travel Allowance) will be non-taxable as per applicable provisions of Income Tax ACT.
- Vehicle Running & Maintenance Reimbursement, Books & Other Professional Literature Reimbursement, Telephone & Internet Charge Reimbursement, Professional Research/Development Allowance, Meal Cards are monthly payable and can be claimed through bills. These are optional ones.
- Non-selection of tax saving options, will allow the benefits to be added to the special allowance.
- Professional Tax and Labor Welfare Fund will be deducted as per state rules.

For VVDN Technologies Pvt. Ltd.

Name of the Candidate: Jain Varghese

Authorized Signatory

Signature: _____

AD 08

Mumbai	Bengaluru	Chennai	Coimbatore	Kochi	Madurai	Pune	San Jose Office
Office No: 101-109, 1st Floor, Info Tower - 1, Indirapuram Road, Near Indirapuram, Gurgaon	Office No: 101-109, 1st Floor, Info Tower - 1, Indirapuram Road, Near Indirapuram, Gurgaon	Office No: 101-109, 1st Floor, Info Tower - 1, Indirapuram Road, Near Indirapuram, Gurgaon	Office No: 101-109, 1st Floor, Info Tower - 1, Indirapuram Road, Near Indirapuram, Gurgaon	Office No: 101-109, 1st Floor, Info Tower - 1, Indirapuram Road, Near Indirapuram, Gurgaon	Office No: 101-109, 1st Floor, Info Tower - 1, Indirapuram Road, Near Indirapuram, Gurgaon	Office No: 101-109, 1st Floor, Info Tower - 1, Indirapuram Road, Near Indirapuram, Gurgaon	Office No: 101-109, 1st Floor, Info Tower - 1, Indirapuram Road, Near Indirapuram, Gurgaon

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9. During your tenure with VVDN, you may be transferred to any of the Offices/ Departments/ Units of VVDN or of associate concerns whether existing or to be set up anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/subsidiary/group concern outside India by VVDN, you shall be treated as having bound yourself to serve VVDN for the deputation period, and for the stipulated period, thereafter, if any, and the same shall be treated as the contract period vis-a-vis this contract of service.
10. **Leave:** Regular full time employees will have planned and unplanned leaves as per the VVDN Leave Policy whereas if you join as an Intern/ Trainee, you will be entitled to get one unplanned leave in a month on pro rata basis. Please refer leave policy for more details.
11. During your tenure with VVDN, you will be governed by the Service Rules and regulations of VVDN currently in force or as introduced/awarded from time to time.
12. Either party can terminate this employment by serving a notice on the other party. Employee is required to serve a compulsory notice of 90 days whereas Company shall serve a notice of 30 days.
13. During notice period, if the employee's attitude is found unacceptable, Company reserves the right to terminate the employment immediately without any notice period and Company shall not be liable to compensate the employee for notice period in any manner.
14. Company has rights to hold employee's salary during notice period, based on the performance feedback from the concerned reporting manager.
15. There will be a performance assessment in every financial year. Employee must have completed at least 6 months in VVDN to become eligible for performance assessment. Based on assessment, the compensation will be revised.
16. You have been enrolled on the presumption that the particulars furnished by you are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with VVDN shall stand terminated/ cancelled without any notice.
17. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation other than your curriculum.
18. Your email acceptance of this offer is expected within 15 days from the date of releasing the offer letter. This offer shall become void after completion of 15 days in-case no acceptance is received from the candidate.

Please Sign the duplicate copy of this letter and return the same as token of your acceptance [Acceptance is through email or signatures] of the terms and conditions detailed in the letter.

At 08

Dr. **SUNNY JOSEPH KALAYATHANKAL**
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On the day of your joining, please bring original and photocopies of the following for verification:

- Pan Card
- Aadhar Card
- 2 Color photographs, passport size
- 10th Certificate
- 12th Certificate
- All semester mark-sheets & Degree certificate
- Form 16 (If applicable)
- UAN Card (If applicable)
- Pay slips of last 3 months from the previous employer
- Latest offer letter from the previous employer
- Experience letter from all previous employers
- Passport (Passport is mandatory at the time of joining. In case you do not possess a valid passport, we want you to apply for it in advance and submit the copy of application to HR department within one month of your joining)

Wishing you a rewarding career with VVDN and welcoming you to our Pursuit of Excellence.
The detailed Pay Structure is annexed as a part of this letter.

Yours sincerely,

For VVDN Technologies Pvt. Ltd.

Name of the Candidate: Arya C

Authorized Signatory

Signature: _____

True Copy Attached!

[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531

Dr. Sunny Joseph Kalayathankal	Principal	Dr. Sunny Joseph Kalayathankal	Principal
M.Tech, MCA, M.Sc, M.Phil, B.Ed	Ph.D (Computer Science), Ph.D (Maths)	M.Tech, MCA, M.Sc, M.Phil, B.Ed	Ph.D (Computer Science), Ph.D (Maths)
Dr. Sunny Joseph Kalayathankal	Principal	Dr. Sunny Joseph Kalayathankal	Principal
M.Tech, MCA, M.Sc, M.Phil, B.Ed	Ph.D (Computer Science), Ph.D (Maths)	M.Tech, MCA, M.Sc, M.Phil, B.Ed	Ph.D (Computer Science), Ph.D (Maths)
Dr. Sunny Joseph Kalayathankal	Principal	Dr. Sunny Joseph Kalayathankal	Principal
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Dr. Sunny Joseph Kalayathankal	Principal	Dr. Sunny Joseph Kalayathankal	Principal
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SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Jyothi Engineering College

Date : 12/5/2019

Dear Jerin John (Non-Voice),

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

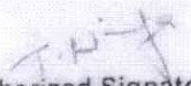
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

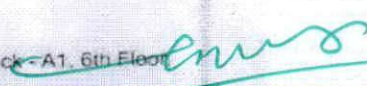
Yours sincerely,

Sutherland


Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College
Chennai - 600 063

Tel No. : +91.44.4288.7884

CIN:U72200TN2000PTC045578

True Copy Attested

10



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name : Jyothi Engineering College

Date : 12/5/2019

Dear Joyel Johnson (Non-Voice),

Congratulations!!!**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland


Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4288.7884

CIN:U72200TN2000PTC045578


Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

Jyothi Engineering College

True Copy Attested

HRD/3T/19-20/10919327

July 30, 2019

Ms. Mariya Rose J
Candidate ID: 10919327

Dear Ms. Mariya Rose J,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be February 17, 2020.

Location

Your location of training is Mysore, India. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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


** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

True Copy Attested

Company Confidential - This communication is confidential between you and Infosys Limited.



HRD/3T/19-20/10919326

Ms. Mariya Rose J
Candidate ID: 10919326

July 30, 2019

Dear Ms. Mariya Rose J

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.


At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T: 91 80 2852 0261
F: 91 80 2852 0362
askus@infosys.com
www.infosys.com


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

True Copy Attested

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore



HRD/3T/19-20/10919326

Ms. Mariya Rose J
Candidate ID: 10919326

July 30, 2019

Dear Ms. Mariya Rose J

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

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We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

True Copy Attested

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Dr. SUNNY JOSEPH KALANUR
M.Tech, MCA, M.Sc. in Phil. & Math
Ph.D (Computer Science), Ph.D in Math
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA * (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary	722			
FIXED GROSS SALARY (1+2+3)	25,000			
TOTAL GROSS SALARY	25,000			
OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay-out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

True Copy Attested

Amruth

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan/loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan/loan allowance policy at that time.

The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



True Copy Attested

Company Confidential - This communication is confidential between you and Infosys

Amrith
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Thi Engineering College
P.O.- 679 531

23 March 2019

Intent to offer Employment

Dear Nimmy Godfry,

Congratulations on your selection with QuEST! We look forward to you joining our growth journey as world's leading engineering services provider.

We are pleased to let you know that we intend to make you an offer of Employment for the role of Trainee Engineer with QuEST Global Engineering Services Pvt. Ltd.

- **Total Cost to Company (TCTC): 3 LPA**
- **Location:** Bangalore/Belgaum/Trivandrum
- **Working Hours :** 47.5 hours/week (9.5 hours/day)
- **Bond:** 2 years

You will be entitled to allowances and other benefits as per QuEST Policies. You shall receive your salary payments on the last working day of the month.

This offer of employment is subject to successful completion of:

- Background Verification Check.
- Completion of your course program with an aggregate of 65% and no standing arrears on the Date of Joining

As per QuEST's hiring process we would conduct a detailed background verification check of all the information & documents submitted by you.

For any clarifications, offer acceptance, joining confirmation & BGC form please write back to: university.relations@quest-global.com

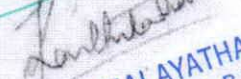
We eagerly look forward to welcome you at QuEST.

PS: This Offer stands cancelled in case of any discrepancy found during the Background Verification or based on Academic credentials.

For QuEST Global

***Disclaimer: The salary package and structure will be subject to changes on business situation at the time of onboarding. This is a letter of intent to offer Employment and not a formal offer of employment. The detailed terms and conditions of employment with QuEST will be shared separately as a formal offer one month prior to your date of joining.**

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
(Computer Science), Ph.D (Maths)
PRINCIPAL
College

Annexure - I

Compensation & Benefit Details

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	10000	120000
(B) House Rent Allowance (HRA)	4000	48000
(C) Conveyance Allowance (CA)	1600	19200
(D) Leave Travel Allowance (LTA)		
(E) Food Coupon		
(F) Telephone / Internet Allowance	600	7200
(G) Medical Reimbursement		
(H) Other Allowance	3856	46272
(I) GROSS SALARY (I=A+B+C+D+E+F+G+H)	20056	240672
(J) Employer Contribution to Provident Fund (PF)	1200	14400
(K) Employer Contribution to Gratuity	481	5772
(M) RETIREMENT BENEFITS : (M=J+K)	1681	20172
(N) Employer Contribution to Medical Insurance Premium	673	8076
(O) Bonus / Ex-Gratia	1400	16800
(P) FIXED GROSS SALARY (FGS): (P=I+M+N+O)	23810	285720
(Q) TOTAL VARIABLE PAY (TVP)**		14280
(R) TOTAL GROSS SALARY (TGS) : (R=P+Q)		300000

*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of Sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

Annexure

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
Principal
Jyothi Engineering College
Cheruthuruthy P.O.- 679

****Total Variable Pay** includes components aligned to QuEST performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

*****Shift Allowance** will be paid as per the applicable policy. The amount mentioned above is the allowance paid for working in morning shift. For other shifts, it will be governed by the policy.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band, the amount will change accordingly in case of Band change.
-Onsite & Shift Allowance will be paid as per the applicable policy.



You are eligible for benefits coverage as per QuEST Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of **INR 300000**
- Group Personal Accident Insurance cover of **INR 1000000**
- Group Term Life Insurance cover of **INR 1500000**
- Employee Deposit Linked Insurance cover as per statutory requirement

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of QuEST policies provided in this document are intended to provide indicative details. For Policy details, please refer to QuEST QMS on intranet. The ownership and right for implementation of these policies rests with QuEST alone. QuEST reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531


amazon | Development Centre India

LETTER OF INTENT

Date: May 3, 2019

Name: PAUL MOHAN

Dear Candidate,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10th till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 16,767 per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

True Copy Attested

Tower B- 3rd Floor, India Land Tech Park Private Limited, Chill SEZ Area,
Keeranatham Village, Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu

Tel: +91-422-666 5000

www.amazon.com

CIN : U72200KA2004FTC034233

Signature
Dr. SURESH K. KALAMATHANKAL
M.Sc. (Maths), M.A. (SS), M.Phil. B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Guruthuruthy P.O. - 679 531

amazon | Development Centre India

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on csrecruiting-coimbatore@amazon.com

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD



Ramya Galla
Recruitment Manager, CS HR

ACCEPTANCE OF LOI

I accept the terms set forth in this letter with the company:

Signature

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Tower B- 3rd Floor, India Land Tech Park Private Limited, Chill SEZ Area,
Keeranatham Village, Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu

Tel: +91-422-666 5000

www.amazon.com

CIN U72200KA2004FTC034233

Name		
Date		
Designation on Joining		
CS Location		Coimbatore
<i>Please refer the annexure for an explanation of the salary components</i>		
Compensation Structure		
Pay Component	Monthly (INR)	Annual (INR)
Basic	6,021	72,250
House Rent Allowance	3,010	36,125
Employer contribution to PF	723	8,670
Flexi Components	2,288	27,455
Total Base	12,042	144,500
Variable Pay	2,125	25,500
Total Compensation	14,167	170,000
Food Coupons	1,100	13,200
Transport Allowance	1,500	18,000
Total Cost to Company	16,767	201,200

Overtime Allowance:

Hours worked by an employee in excess of their regular work hours on a scheduled day and, similarly, any hours worked on their work off or non-working day are considered an "Overtime Hours." For each overtime hour, employee will receive additional pay as applicable by the policy.

Night Shift Allowance:

Employees spending 50% of work hours of a day between 8.00 PM to 8.00 AM as per their shift timing are eligible for Night Shift allowance as per the policy.

Statutory Bonus:

Depending upon the profits of the company for the accounting year one would be eligible for an additional bonus of maximum 20% as per the policy and eligibility.

Gratuity:

Gratuity is a statutory benefit paid to the employees who have rendered continuous service for at least 5 years and will payable to an employee on cessation of employment as per the policy.

*The above is subject to changes as per local laws and company policy

*The above amounts are subject to Govt deductions which include employee & employer contribution to PF, PT, Income tax, ESI etc applicable

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 50

ANNEXURE 1

EXPLANATION OF SALARY COMPONENTS

1. Basic - It is 50% of total base salary.
2. House Rent Allowance- It is 50% of basic salary. HRA exemption is applicable as per income tax rules on submission of the required documents.
3. Employer Contribution to PF (Provident Fund) – It is computed as 12% of basic salary. Employee has an option to fix employer contribution to PF at INR 1800 per month (INR 21600 per annum) if the minimum annual PF computed as 12% of basic salary is more than INR 21600.
4. Flexi Components - Employees can choose to allocate the un-allocated amount of their Annual Base Pay to any of the tax friendly components like self-education, children's education allowance, children's hostel allowance, self-owned vehicle expenses, national pension system. These are collectively referred to as Flexi Components and employees have the option to select them within the applicable limits.

The residual of flexi components post allocation to the Flexi Basket components will be auto-allocated to certain fixed allowances up to a maximum value in the following order - (1) LTA, (2) Medical, (3) Conveyance allowance, and (4) Meal Allowance. Lastly, the residual Base Pay (if any), which has not been allocated under any of the above, is called Flexi Allowance.
5. Variable Pay -

Paid on quarterly basis, after training is completed. Actual payout may be as high as 49% of annual base pay or zero subject to individual's performance level and as per the Company standards and policy.
6. Food Coupons - Amazon India provides Meal Card/Vouchers worth INR 1100/- every month to all its employees
7. Transport Allowance - L3 and below employees who are based out of Amazon offices/cities where the Transport facility is not available or choose not to avail the facility, are eligible to receive a transport allowance

Disclaimer: This document has been created for informational purpose only. The content of this document and applicability are subject to change with or without prior notice. In case of any change in the policy at any point of time, the new policy supersedes the details captured in this document with or without any notice or explicit communication.

True Copy Attested

Amazon
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

Letter of Intent

04th Dec, 2018

Sreelakshmi P N
Jyothi Engineering College, Cheruthuruthy
Thrissur

Dear Sreelakshmi P N

We are pleased to inform you that you have been provisionally short-listed for employment as "Software Engineer Trainee".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Foundation Training Programme (FTP) at our Hexaware office in Siruseri, Chennai.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 6 months and on successful completion of your training you will be paid a salary of Rs.3.00 Lac per annum.

You are required to sign a service agreement for a period of 3 years before the start of training programme.

You will receive a formal letter of appointment (on probation basis) with all the terms and conditions post joining the organisation.

As a token of your acceptance, that you have read and understood this Letter of Intent, please send in your confirmation to campus2018@hexaware.com confirming your interest in joining Hexaware.

Truly yours,

For Hexaware Technologies Limited

Satish Warriar
Associate General Manager

True Copy Attested

Sunny
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531

HRD/3T/19-20/10919328

July 30, 2019

Mr. Terrin Thomas
Candidate ID: 10919328

Dear Mr. Terrin Thomas,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be February 17, 2020.

Location

Your location of training is Mysore, India. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
(Computer Science), Ph.D (Maths)
PRINCIPAL
Engineering College
79 531



HRD/3T/19-20/10919327

Mr. Terrin Thomas
Candidate ID: 10919327

July 30, 2019

Dear Mr. Terrin Thomas

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T: 91 80 2852 0261
F: 91 80 2852 0362
askus@infosys.com
infosys.com

Amuro

Dr. SUNNY JOSEPH KALAYATHAN
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Changanassery P.O.-679 531

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore

True Copy Attested

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	15,000			
BASKET OF ALLOWANCES	4,478			
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850			
MONTHLY GROSS SALARY	22,328			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary	1,800			
GRATUITY - 4.81% of Basic Salary	722			
FIXED GROSS SALARY (1+2+3)	25,000			
TOTAL GROSS SALARY	25,000			
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

True Copy Attested

Amulya

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
ROLL	Systems Engineer
ROLL DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

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True Copy Attested

Company Confidential - This communication is confidential between you and Infosys only

Amey

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Engineering College
P.O.- 679 531

HRD/3T/19-20/10919329

July 30, 2019

Mr. Vishnu B
Candidate ID: 10919329

Dear Mr. Vishnu B,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be February 17, 2020.

Location

Your location of training is Mysore, India. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Voth Engineering College
Thiruvithuruthy P.O.-679 531



HRD/3T/19-20/10919328

Mr. Vishnu B
Candidate ID: 10919328

July 30, 2019

Dear Mr. Vishnu B

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

True Copy Attested

Amrith

Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
Principal
Jyothir Math College
Cheruvu, Hosur Road, Bangalore 560 100
Phone: 91 80 2852 531

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
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All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
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True Copy Attested

Amur

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M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.-679 531

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
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BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
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True Copy Attested

Amara



Bibin Joy <bibinjoy@jecc.ac.in>

Fwd: Offer of Appointment as Probationary Clerk- Please inform your acceptance by reply mail

Wed, Sep 4, 2019 at 7:42 PM

Bibin Joy <bibinjoy@jecc.ac.in>
Draft

From: "HR – TAD (Postings)" <postings@federalbank.co.in>
Date: Jul 19, 2019 12:17 AM
Subject: Offer of Appointment as Probationary Clerk- Please inform your acceptance by reply mail
To: <abijithmenon@gmail.com>
Cc:

FEDERAL BANK
YOUR PERFECT BANKING PARTNER

HR TALENT ACQUISITION & DEPLOYMENT

HR TAD/B/ PR-38249/PC/A-387/2019-20

18th July 2019

Hearty Welcome!

Dear Abijith B Menon,

True Copy Attested

Amr
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. 686521

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.



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HR TAD/B/ PR-38249/PC/A-387/2019-20

18th July 2019

Hearty Welcome!

Dear Abijith B Menon,

answ
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College
Cheruthuruthy P.O - 679 531

True Copy Attested

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.



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HR TALENT ACQUISITION & DEPLOYMENT

HR TAD/B/ PR-38249/PC/A-387/2019-20

18th July 2019

Hearty Welcome!

Dear Abijith B Menon,


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College
Cheruthuruthy P.O - 678 501

True Copy Attested

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.



Bibin Joy <bibinjoy@jecc.ac.in>

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FEDERAL BANK
YOUR PERFECT BANKING PARTNER

HR TALENT ACQUISITION & DEPLOYMENT

HR TAD/B/ PR-38249/PC/A-387/2019-20

18th July 2019

Hearty Welcome!

Dear Abijith B Menon,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

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Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL



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HR TALENT ACQUISITION & DEPLOYMENT

HR TAD/B/ PR-38249/PC/A-387/2019-20

18th July 2019

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[Signature]
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL

True Copy Attested

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at postings@federalbank.co.in.

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

John P J

Vice President (HR)

To

Abjith Menon,
Bhasuri,
Villadom,
Ramavarmapuram PO,
Thrissur - 680631.

The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683 101

E-mail: postings@federalbank.co.in; Phone: 0484-2634123, 0484-2634313.

Offer of appointment to Mr. Abjith B Menon as Clerk

You have been selected for appointment in the Bank as Clerk on the basis of your performance in the campus selection process.

True Copy Attested
Place of Posting


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)

Your initial place of posting will be at Branch/ Office: Budhanoor situated at N S S Karayogam Building, Budhanoor, Puliyoor (Via), Chengannur, Alapuzha, Kerala-689 510.
Cheruthuruthy P.O. - 679 531

HRD/3T/19-20/1091930

July 30, 2019

Mr. Akash A
Candidate ID: 10919330

Dear Mr. Akash A.

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be February 17, 2020.

Location

Your location of training is Mysore, India. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL



HRD/3T/19-20/10919329

Mr. Akash A
Candidate ID: 10919329

July 30, 2019

Dear Mr. Akash A

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com


Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Digitally signed by RICHARD LOBO
Date: 2019.07.30 14:53:18 +05:30
Reason: Offer Letter
Location: Bangalore

True Copy Attested

Date: 26-Feb-19

Aswin Unni
Jyothi Engineering College, Cheruthuruthy

Appointment Offer: Software Engineer

Dear Aswin Unni,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the Offer

1. Pre-requisites

- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.


2. Posting

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

3. Reporting Date

Your date of joining will be intimated by June 2019.

True Copy Attested


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M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O.- 679 531

4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

5. Compensation


Your compensation details are as stated in the table below.

1.	Basic Pay	9,000
2.	HRA	3,600
3.	Transport Allowance	1,600
4.	Special Allowance	10,950
5.	Food Vouchers	1,050
6.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

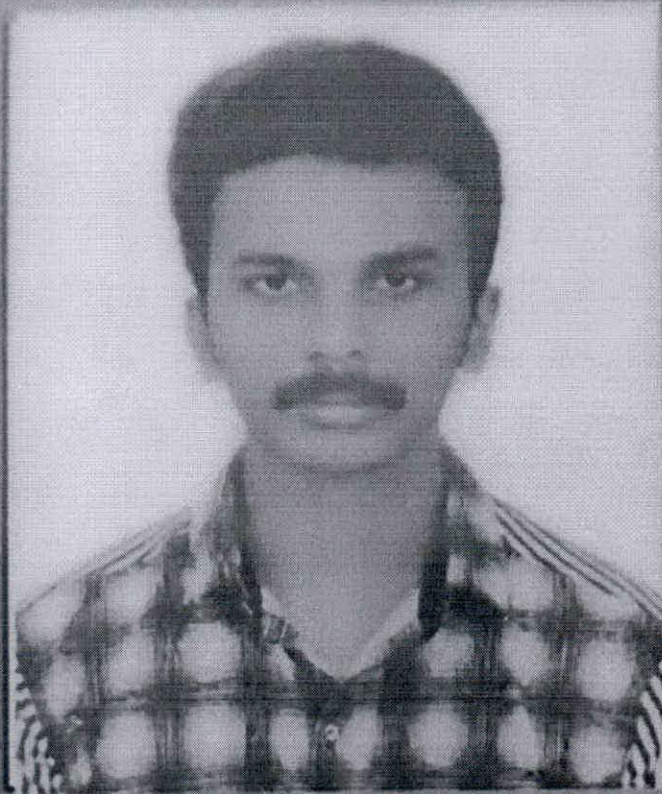
From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.


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PRINCIPAL
Jyothi Engineering College

FEDERAL BANK

YOUR PERFECT BANKING PARTNER



KIRAN P S

Employee ID : 20052

True Copy Attested

Amr
DR. JOSEPH KALAYATHANKAL
M.Sc., M.Phil, B.Ed
(Maths), Ph.D (Maths)
Principal
Engineering College
P.O.-679 531



Ref: TCSL/DT20184580805/1243784/Trivandrum
Date: 07 June 2019

Sub: Joining Letter

Dear Mr. Jeffin Johny

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

We are pleased to inform you that your joining date at TCSL will be 15th July 2019 and your training location is Kochi. We are pleased to inform you that your work location is Kochi and your stream is IT. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by 09:30 AM on the date mentioned above.

Tata Consultancy Services
TCS Centre ,SEZ Unit,,
Infopark PO.,
Kochi, Kerala-682042.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez
Phone: 914846187117
Email Id: paul.f@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Amar
Dr. SUNNY JOSEPH KALAYATHANKAL
M.Tech, MCA, M.Sc, M.Phil, B.Ed
Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Page | 1



GROSS SALARY SHEET

Annexure 1

Designation Assistant System Engineer-Trainee
Institute Name Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
GROSS BOUQUET OF BENEFITS	13,000	1,56,000

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TATA CONSULTANCY SERVICES

Tata Consultancy Services

Tel: 0484 654 5000 Fax: 0484 654 5255 Web: www.tcs.com

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College

Cheruthuruthy P.O.- 679 531



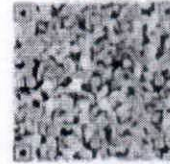
We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

D. Padhi
Damodar Padhi

Vice President & Global Head - Talent Development



Click here or use a QR code scanner from your mobile to validate the joining letter

True Copy Attested

amr
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TATA CONSULTANCY SERVICES

Page 1



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Under Ministry of Heavy Industries & Public Enterprises, Govt. of India
कंजिकोड वेस्ट, पालक्काड - 678 623, केरल, भारत
Kanjikode West, Palakkad - 678 623, Kerala, India
☎ 91-491-2566120/2566206/2569009/2569135 ☎ 91-491-2566326

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Certificate No:
NABL:CC-2395; TC-7402

FCRI/P&A/APP/CERT-25/2020

24/12/2020

EXPERIENCE CERTIFICATE

This is to certify that **Mr. John.C.J., S/o. Joseph.C.C., Chemmannoor (H), Mammiyoor, Guruvayoor Post, Thrissur-680 101** has been engaged in our organisation as Graduate Engg Apprentice (Mechanical Engg) under the provisions of Apprentice Act 1961 from **28/10/2019 to 24/12/2020**. He was paid a stipend of **Rs.9000/-** per month at FCRI. During the above mentioned period of his engagement, he was associated in **Special Assignments and Projects Department (SAAP)**.

He was associated with the following activities:

- Testing and analysis of valves and flow equipments for proof of design tests and special tests based on customer requirements meeting international and National standards.
- Testing High Flow Control Valve for **Bhabha Atomic Research Center (BARC)** in the **High Pressure High Flow Test Facility (HFTF)** (65 bar pressure and flow rates up to 120 m³/hr with DM Water).
- Functional and qualification test of SITVC Electro Mechanical Injection valves for **Liquid Propulsion Systems Centre (LPSC)**, Trivandrum in the **High Pressure High Flow Test Facility (HFTF)**.
- Conducting various qualification tests like **Fugitive emission test, Cryogenic test, Fire test** on flow elements and other instrumentation components.
- Conducting Environmental qualification tests like **LOCA test** (Loss of Coolant Action), **MSLB test** (Main Steam Line Break) and **Severe Accident Simulation test** for Nuclear applications.
- Flow test on nozzle and Pressure drop test on Hydraulic Quick Release Coupling (Sleeve Retraction type) at **Mobile Test Facility (MTF)** (100 bar pressure and 80 °C).
- Conducting hydraulic performance tests on valves for different valve manufacturers in the **Special Valve Flow Test Facility (SVFTF)** (6 bar pressure with flow rates up to 350 m³/hr with DM Water) and **High Pressure High Temperature (HPHT)** facility (200 bar pressure and 350°C with DM Water).
- Documentation meeting the requirements of ISO 17025 & ISO 9001 standards.
- Configuration of field instruments like Temperature/Pressure/ Differential pressure transmitters, Level transmitters, Flow transmitters using HART 475 communicator.
- Exposure to various test based on standards like BS-6364, API-607, ISO 15848-1, ISO 18869, BS EN 12266-1 and customer specified standards.
- Documentation meeting the requirements of ISO 17025 & ISO 9001 standards.
- Maintenance and upkeep of various test facilities.

His conduct and character is found to be good to our knowledge.

True Copy Attested



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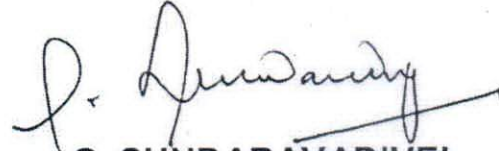
FCRI/P&A/APP/2020

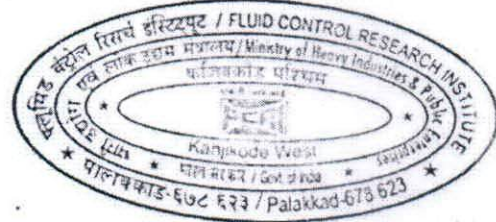
24/12/2020

RELIEVING ORDER

With reference to the appointment order No.FCRI/P&A/APPR/GEA/19/2071 dtd.28/10/2019, **Mr.John.C.J.**, Graduate Engg Apprentice (Mechanical Engg) is informed that, he has completed his Apprenticeship training with FCRI on 24/12/2020. Accordingly, he is relieved from FCRI at the close of working hours on 24/12/2020.


He is advised to contact Finance & Accounts Department to settle his dues, if any.


G. SUNDARAVADIVEL
DIRECTOR (I/C)



To,
Mr.John.C.J.
S/o.Joseph.C.C.
Chemmanoor (H)
Mammiyoor
Guruvayoor Post
Thrissur-680 101

True Copy Attested


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Cheruthuruthy P.O.-679 531



ARJUN SOMAN

EMP ID NO : TNL21839465

BLOOD GROUP : A +

EMERGENCY NO : 9656841414

www.byjus.com

Sunny

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Cheruthuruthy P.O.- 679 531

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इन्स्ट्रुमेंटेशन लिमिटेड Instrumentation Limited

(भारत सरकार संस्थान)
कंजिकोड पश्चिम- ६७८ ६२३
पालक्काड (केरला)

(A GOVERNMENT OF INDIA ENTERPRISE)
Kanjikode West - 678 623
PALAKKAD (KERALA)

TELEPHONE: (0491)2566127, 2566128, 2566129, 2566130, 2566133, 2567128, 2567129, 2568394, 2568396
Grams : PALINST, KANJIKODE Fax : (0491) 2566135, 2566240 CIN : U29299RJ1964GOI001174
E-mail : contact@ilpgt.com Web : www.ilpgt.com GST : 32AAACL4212G1Z6
Regd. Office : Kota-324005 (Rajasthan) पंजीकृत कार्यालय : कोटा, - ३२४ ००५ (राजस्थान)

ILP/PERS/15365/2020

18th November, 2020

SERVICE CERTIFICATE

- | | | | |
|----|-----------------|---|---------------------------------|
| 1. | Name | : | Shri. Sreejith S |
| 2. | Designation | : | Engineering Graduate Apprentice |
| 3. | Date of Joining | : | 26.02.2020 (Still Continuing) |
| 4. | Department | : | Commercial |
| 5. | Salary | : | Rs. 9000/- p.m |
| 6. | Character | : | Good |



True Copy Attested

Amruth
P N UNNIKRISHNAN
PERSONNEL OFFICER(P&A)

Dr. SUNNY JOSEPH KALAYATHAN
M.Tech, MCA, M.Sc, M.Phil, B.Ed.
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apollo TYRES



ID/ATTENDANCE CARD


Name : JOPHIN P.R

Clock No: A5189

Employee's Signature

Issuing Authority

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കേരള കാർഷിക സർവ്വകലാശാല



KERALA AGRICULTURAL UNIVERSITY

KAU P.O., THRISSUR 680 056

☎ 0487-2433012

✉ registrar@kau.ac.in



RICHARD JACOB E

2019-31-035

Master of Business Administration
in Agri-business Management
College of Co-Operation,
Banking & Management,
Vellanikkara



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Sunny

Dr. SUNNY JOSEPH KALAYATHANKAL
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Ph.D (Computer Science), Ph.D (Maths)
Associate Dean
Vellanikkara Engineering College
Cheruthuruthy P.O.-679 531



23
Speridian
Technologies

World-Class Solutions to Power Global Businesses
A CMMI level 5 company

Date: July 11, 2019

To,
Prnce Mathew Sunil

CONDITIONAL OFFER LETTER


Further to the discussion you had with us, we are pleased to inform that you have been conditionally selected for employment with Speridian Technologies Pvt. Ltd. ("Speridian" or "Company") at a compensation of Rs. 3,00,000/- per annum as Gross Annual Remuneration, for providing IT Software Services & Support to our customers on the following terms and conditions.

Broad Terms and Conditions:


1. You will be provided extensive training for a period of 30-90 days depending on the project that you will be put in. You will be on probation for a period of six months from the actual date of your joining, which may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. Speridian at its sole discretion reserves all rights to select or reject your candidature for any reason whatsoever.
2. Two years' service Agreement - You are required to execute a bond/contract guaranteeing a sum of Rs. 2,00,000/- (Rupees Two Lakh) to be payable to the Company in accordance with the terms and conditions of such contract. This bond is applicable towards all expenses incurred by the company towards training.
3. This appointment is subject to being found medically fit to take up this Job.
4. Please be aware that this letter does not constitute a guarantee or contract of employment.
5. As a token of acceptance please sign the duplicate copy of this letter and return to us.
6. Your exact date of joining will be officially communicated to you later. The tentative date of joining will be on or after August 2019.

We look forward to working with you to create an exciting and a mutually rewarding association.

Sincerely,


Speridian Technologies Pvt. Ltd.
Human Resources

True Copy Attested


Dr. SUNNY JOSEPH KALAYATHANKAL
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Ph.D (Computer Science), Ph.D (Maths) *
PRINCIPAL
Jyothi Engineering College
Cheruthuruthy P.O. - 679 531

Speridian Technologies Private Limited

CIN: U72200KL2005PTC018547

G2, Thejaswini, Technopark, Trivandrum, India 695 581

Tel: +91 471 270 0526 Fax: +91 471 252 7525 | www.speridian.com



APPOINTMENT LETTER

May 13, 2019

Dear Bernad K B,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended
- c. The retirement age is 58 years
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

True Copy Attested

Registered Office

Wipro Limited
Corporate Office
Sangster Road
Bangalore 560025
India
T: +91 (80) 2844 0011
F: +91 (80) 2844 0004
E: info@wipro.com
W: wipro.com
C: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100


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Ph.D (Computer Science), Ph.D (Maths)
PRINCIPAL
Jyothi Engineering College

8483758

ANNEXURE III
SALARY OFFER SHEET

Name : Bernad K B

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below

COMPONENT	AMOUNT (INR)
Basic	11,667
HRA	5,834
Bonus	2,333
Wipro Benefits Plan (WBP)	4,854
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay (5% of CTC)	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004


*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

True Copy Attested

Registered Office

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC0208


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Chennai, India

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Lakshmi Kumar

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