

**Ref: SHPBDC/HR/03-22/SHPOF-220601**

**Date: 18-May-2022**

**Mr. Babu Mohammed Izhan,**  
11/4, Appapillai Kadhar Street,  
Ambur, Vellore, Tamil Nadu 635802

**PAN – FSPPM2292J**

**Sub: Internship and Preplacement Offer Letter**

**Dear Babu Mohammed Izhan,**

Congratulations and Welcome to ShopUp Family!

Based on your discussions with us, we have decided to offer an internship with a full-time offer for the position of **Software Development Engineer - I** with ShopUp, based out of **Bangalore**.

You will be reporting to Navaneetha Krishnan J, Co-Founder & CTO at ShopUp.

As a part of the internship program, you will receive academic credit as well as a **stipend of INR 35,000/- per month**.

For this position, you will be joining us starting from **4-July-2022** and you should be part of an internship program for a period minimum of 4 months to a maximum of 8 months.

Based on your internship performance, your full-time offer will be confirmed. As part of the full-time offer, you will be eligible for;

**Annual CTC: INR 10,00,000/- (Rupees Ten Lakhs Only)**

**Joining Bonus: INR 1,80,000/- (Rupees One Lakh and Eighty Thousand Only)**

**ESOPs: INR 6,20,000/- (Rupees Six Lakh and Twenty Thousand Only)**

The detailed offer breakup is given in the annexure.

Please review, sign, and return via email to confirm acceptance, no later than the close of business on the **22-May-22**.

Wishing you the very best!

**Warm Regards**



**Jayashree Kanthavel**

**Head – TA & HR**

Accepted the terms:

Signature:

Date:

**Ref: SHPBDC/HR/03-22/SHPOF-220601**

**Date: 18-May-2022**

Name	<b>Babu Mohammed Izhan</b>	
Reporting to	<b>Navaneetha Krishanan J</b>	
Designation	<b>Software Development Engineer – I</b>	
CTC Per Annum	10,00,000	
CTC Per Month	76,923	
Joining Bonus	1,80,000	
ESOP's	6,20,000	
Date of Joining	<b>04-Jul-22</b>	
Place of Posting	<b>Bangalore</b>	
<b>CTC Breakup</b>		
<b>Babu Mohammed Izhan</b>		
<b>Particulars</b>	<b>Amount PM</b>	<b>Amount PA</b>
Basic Salary	38,462	4,61,538
House Rent Allowance	19,231	2,30,769
Children Education Allowance	400	4,800
Telephone Reimbursement Allowance	2,500	30,000
Medical Allowance	2,000	24,000
Conveyance Allowance	2,200	26,400
Employer PF Contribution	1,800	21,600
Special Allowance	10,331	1,23,969
Bonus**	-	76,923
<b>Total CTC</b>	<b>76,923</b>	<b>10,00,000</b>

*\*\* It will be paid in two equal parts every year during May and November month subject to the continuation of service and completion of probation period by the employee.*

**Warm Regards**



**Jayashree Kanthavel**

**Head – TA & HR**

Accepted the terms:

Signature:

Date:

**Ref: SHPBDC/HR/03-22/SHPOF-220602**

**Date: 18-May-2022**

**Ms. Madhumitha A,**  
A11-6, Ruby Landmark, Varadharajapuram,  
Vandalur Walajabad Road, Vandalur,  
Chennai-600048

**PAN – ECDPA1797P**

**Sub: Internship and Preplacement Offer Letter**

**Dear Madhumitha A,**

Congratulations and Welcome to ShopUp Family!

Based on your discussions with us, we have decided to offer an internship with a full-time offer for the position of **Software Development Engineer - I** with ShopUp, based out of **Bangalore**.

You will be reporting to Navaneetha Krishnan J, Co-Founder & CTO at ShopUp.

As a part of the internship program, you will receive academic credit as well as a **stipend of INR 35,000/- per month**.

For this position, you will be joining us starting from **4-July-2022** and you should be part of an internship program for a period minimum of 4 months to a maximum of 8 months.

Based on your internship performance, your full-time offer will be confirmed. As part of the full-time offer, you will be eligible for;

**Annual CTC: INR 10,00,000/- (Rupees Ten Lakhs Only)**

**Joining Bonus: INR 1,80,000/- (Rupees One Lakh and Eighty Thousand Only)**

**ESOPs: INR 6,20,000/- (Rupees Six Lakh and Twenty Thousand Only)**

The detailed offer breakup is given in the annexure.

Please review, sign, and return via email to confirm acceptance, no later than the close of business on the **22-May-22**.

Wishing you the very best!

**Warm Regards**



**Jayashree Kanthavel**

**Head – TA & HR**

Accepted the terms:

Signature:

Date:

**Ref: SHPBDC/HR/03-22/SHPOF-220602**

**Date: 18-May-2022**

Name	<b>Madhumitha A</b>	
Reporting to	<b>Navaneetha Krishanan J</b>	
Designation	<b>Software Development Engineer – I</b>	
CTC Per Annum	10,00,000	
CTC Per Month	76,923	
Joining Bonus	1,80,000	
ESOP's	6,20,000	
Date of Joining	<b>04-Jul-22</b>	
Place of Posting	<b>Bangalore</b>	
<b>CTC Breakup</b>		
<b>Madhumitha A</b>		
<b>Particulars</b>	<b>Amount PM</b>	<b>Amount PA</b>
Basic Salary	38,462	4,61,538
House Rent Allowance	19,231	2,30,769
Children Education Allowance	400	4,800
Telephone Reimbursement Allowance	2,500	30,000
Medical Allowance	2,000	24,000
Conveyance Allowance	2,200	26,400
Employer PF Contribution	1,800	21,600
Special Allowance	10,331	1,23,969
Bonus**	-	76,923
<b>Total CTC</b>	<b>76,923</b>	<b>10,00,000</b>

*\*\* It will be paid in two equal parts every year during May and November month subject to the continuation of service and completion of probation period by the employee.*

**Warm Regards**



**Jayashree Kanthavel**

**Head – TA & HR**

Accepted the terms:

Signature:

Date:

ALF/ IND/JAN-24/05

Date : 06-01-2024

MR. SAMSU BAHATH K  
Email id: ksamsubahath@gmail.com  
Mobile : +91 8825793004

**APPOINTMENT LETTER**

Reference to your application, we are pleased to appoint you as **GRADUATE ENGINEER TRAINEE - MECHANICAL** for M/s Alfaneyah Electromechanical Company Ltd., Jeddah, K.S.A. with following terms and conditions :

**Position : G.E.T MECHANICAL ENGINEER**  
**Total Package Salary : SR. 2,408/- Per Month**  
(Saudi Riyals Two Thousand Four Hundred Eight Only)

**Break-up for Salary Package:**

Basic : SR.2,000/-  
Air Passage : SR.133/- ( Self)  
Leave Salary : SR.175/- (Pay at the time of Vacation)  
Mobile Allowance : SR.100/-  
Accommodation : Provided by Company  
Transportation Allowance : Provided by Company  
Immigration : Provided by Company  
Medical Insurance : Covered by Company

Gratuity will be paid as per Kingdom's rule at the time of end-of-service with the company.

Vacation can be availed by you on completion of every 18 months of your work for a period of not more than 45 days with prior approval from your superior.

Please confirm back your acceptance to this offer and proceed for visa stamping.

Thanks & Best Regards,  
For Alfaneyah Electromechanical Company Ltd

Accepted by :

GENERAL MANAGER

(SAMSU BAHATH K)

مقاولون أعمال كهربائية – ميكانيكية – تكييف مركزي – مصاعد و سلالم كهربائية  
Electrical, Mechanical, Central Air Conditioning, Elevator and Escalator Contractors

Head Office : P.O.Box 6591 Jeddah 21452 T: +966 (12) 652 9000 F: +966 (12) 652 9090  
Tech. Office : P.O.Box 6591 Jeddah 21452 T: +966 (12) 608 8000 F: +966 (12) 608 8080  
Branch Office : P.O.Box 268 Madinah T: +966 (14) 839 4000 F: +966 (14) 839 4040  
Branch Office : P.O.Box 20510 Riyadh 11465 T: +966 (11) 472 3888 F: +966 (11) 292 0808  
Branch Office : P.O.Box 3048 Al Khobar 31952 T: +966 (13) 899 4720 F: +966 (13) 889 4670

المكتب الرئيسي: ص.ب ٦٥٩١ جدة ٢١٤٥٢ هاتف: ٩٠٠ ٦٥٢ (١٢) +٩٦٦ فاكس: ٩٠٩ ٦٥٢ (١٢) +٩٦٦  
المكتب الفني: ص.ب ٢٦٩١ جدة ٢١٤٥٢ هاتف: ٨٠٠ ٦٠٨ (١٢) +٩٦٦ فاكس: ٨٠٠ ٦٠٨ (١٢) +٩٦٦  
مكتب فرععي: ص.ب ٢٦٨ المدينة المنورة هاتف: ٤٠٠ ٨٣٩ (١٤) +٩٦٦ فاكس: ٤٠٤ ٨٣٩ (١٤) +٩٦٦  
مكتب فرععي: ص.ب ٢٠٥١٠ الرياض ١١٤٦٥ هاتف: ٢٩٢ ٠٨٠ (١١) +٩٦٦ فاكس: ٢٩٢ ٠٨٠ (١١) +٩٦٦  
مكتب فرععي: ص.ب ٣٠٤٨ الخبر ٣١٩٥٢ هاتف: ٤٧٢ ٨٩٩ (١٣) +٩٦٦ فاكس: ٤٦٧ ٨٨٩ (١٣) +٩٦٦



الشركة الفنية لتنفيذ الأعمال الكهروميكانيكية المحدودة  
Alfaneyah Electromechanical Company Ltd.

ALF/ IND/JAN-24/07

Date : 08-01-2024

MR. HAJA NAJUMDEEN  
Email id: [haja.jr958@gmail.com](mailto:haja.jr958@gmail.com)  
Mobile : +91 9585932125

### APPOINTMENT LETTER

Reference to your application, we are pleased to appoint you as **GRADUATE ENGINEER TRAINEE - ELECTRICAL** for M/s Alfaneyah Electromechanical Company Ltd., Jeddah, K.S.A. with following terms and conditions :

**Position : G.E.T ELECTRICAL ENGINEER**  
**Total Package Salary : SR. 2,408/- Per Month**  
(Saudi Riyals Two Thousand Four Hundred Eight Only)

#### Break-up for Salary Package:

Basic : SR.2,000/-  
Air Passage : SR.133/- ( Self)  
Leave Salary : SR.175/- (Pay at the time of Vacation)  
Mobile Allowance : SR.100/-  
Accommodation : Provided by Company  
Transportation Allowance : Provided by Company  
Immigration : Provided by Company  
Medical Insurance : Covered by Company

Gratuity will be paid as per Kingdom's rule at the time of end-of-service with the company.

Vacation can be availed by you on completion of every 18 months of your work for a period of not more than 45 days with prior approval from your superior.

Please confirm back your acceptance to this offer and proceed for visa stamping.

Thanks & Best Regards,  
For Alfaneyah Electromechanical Company Ltd

Accepted by :

GENERAL MANAGER

(HAJA NAJUMDEEN)

مقاولون أعمال كهربائية – ميكانيكية – تكييف مركزي – مصاعد و سلالم كهربائية  
Electrical, Mechanical, Central Air Conditioning, Elevator and Escalator Contractors

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Branch Office : P.O.Box 20510 Riyadh 11465 T: +966 11 472 3888 F: +966 11 292 0808  
Branch Office : P.O.Box 3048 Al Khobar 31952 T: +966 13 899 4720 F: +966 13 889 4670

المكتب الرئيسي: ص.ب ٦٥٩١ جدة ٢١٤٥٢ هاتف: +٩٦٦ ١٢ ٦٥٢ ٩٠٠٠ فاكس: +٩٦٦ ١٢ ٦٥٢ ٩٠٩٠  
المكتب الفني: ص.ب ٦٥٩١ جدة ٢١٤٥٢ هاتف: +٩٦٦ ١٢ ٦٠٨٨٠٠٠ فاكس: +٩٦٦ ١٢ ٦٥٢ ٩٠٩٠  
مكتب فرععي: ص.ب ٢٦٨ المدينة المنورة هاتف: +٩٦٦ ١٤ ٨٣٩ ٤٠٠٠ فاكس: +٩٦٦ ١٤ ٨٣٩ ٤٠٤٠  
مكتب فرععي: ص.ب ٢٠٥١٠ الرياض ١١٤٦٥ هاتف: +٩٦٦ ١١ ٤٧٢ ٣٨٨٨ فاكس: +٩٦٦ ١١ ٢٩٢ ٠٨٠٨  
مكتب فرععي: ص.ب ٣٠٤٨ الخبر ٣١٩٥٢ هاتف: +٩٦٦ ١٣ ٨٩٩ ٤٧٢٠ فاكس: +٩٦٦ ١٣ ٨٨٩ ٤٦٧٠



28<sup>th</sup> March, 2022

Dear Graduate Engineer Trainee,

**WELCOME TO THE JSW GROUP**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Graduate Engineer Trainee (“GET”)** in ‘L08T’ grade and your subsequent appointment will be subject to the following terms and conditions:

- A. Your training period shall commence from the date of your appointment i.e. 01<sup>st</sup> June 2022 and will continue for a period of one year. Your initial remuneration as a GET during such training period with JSW shall be **Rs. 8 lakhs per annum (“CTC”)**.
- B. You shall be eligible for **Rs. 1.5 lakhs (“Retention Bonus”)** spread over 2 years, subject to such terms and condition as may be detailed under the Appointment Letter.
- C. This offer is valid subject to **your successful Graduation, with a passing score of Min 60% in aggregate.**
- D. The location where you shall be posted shall be communicated to you by May, 2022. You are requested to report at the assigned location a day prior to **01<sup>st</sup> June, 2022**. Your appointment shall be final subject to the following conditions of eligibility:
  - a. You having secured at least 60% in your 10<sup>th</sup> and 12<sup>th</sup> standard examinations.
  - b. You having completed the B. E/ B.Tech course with a First Class (aggregate 60% or equivalent or more and as per University declaration). In case you fail to clear your degree, then the offer shall stand cancelled and revoked.
  - c. You having been declared medically fit by a certified medical practitioner and having provided the necessary documents to such effect. In the event of any medical abnormality, your appointment shall stand cancelled.
  - d. You having cleared all reference checking, background verification and having submitted copies of the following documents at the time of your joining (along with the production of the original documents for verification):
    - All Educational Certificates – S.S.L.C, H.S.C, UG/PG, Additional qualifications (If any)
    - Proof of your Date of Birth
    - PAN Card or any other identity cards issued by the Government
    - 5 Passport size photographs
    - Submission of medical fitness as per the medical tests prescribed by JSW.
- E. In the event of you not meeting any of the conditions of eligibility stated above, you shall not be eligible for appointment and the offer of appointment shall stand revoked and withdrawn with immediate effect. In the event of you furnishing any wrong, inaccurate information or suppressing any of the information, your appointment as well as this offer, shall be terminated and revoked with immediate effect.





- F. A detailed '**Appointment Letter**' will be issued to you after your joining, subject to you fulfilling the conditions of eligibility as stated above. You shall be required to abide by all the terms of the Appointment Letter at all times during the tenure of your with JSW.
- G. Further, at any time, during your tenure with JSW, you may be deputed to or transferred to any of JSW's plant locations, unit, site across India or overseas including JSW's affiliates, subsidiaries, group companies or promoter establishments, as per the requirements of JSW.
- H. The terms of this LoI are strictly confidential and should be treated as privileged information between you and JSW and you are expected to maintain such information appropriately.
- I. This offer and the terms of this LoI apply to the person above-named and as identified by JSW through its recruitment process. This offer or its conditions shall not be construed to the benefit of any other person at any time.
- J. You shall be governed by and shall be subject to JSW's HR Policies, code of conduct, standing orders, and such other rules, regulations and guidelines applicable to your category and location of posting, as prevailing under applicable law at the time of your joining JSW or as may be subsequently modified, amended or replaced from time to time.
- K. You acknowledge that in case of your subsequent appointment with JSW, you shall not accept any other training or employment or otherwise directly or indirectly be engaged with any trade, business or pursuit on your own account or as an agent for others, without the prior consent of JSW.
- L. This LoI shall be governed by the laws of India and in the event of any dispute hereof, the appropriate courts in Mumbai shall have exclusive jurisdiction to adjudicate such disputes.
- M. This LoI supersedes all and any other offer/ communication, whether oral or in writing, issued to you earlier.

**Kindly confirm acceptance of the above offer via email ([gulistaan.ragina@jsw.in](mailto:gulistaan.ragina@jsw.in) / [jsw-calyxpod@calyxpod.com](mailto:jsw-calyxpod@calyxpod.com)) latest within 3 days of the receipt of this LoI by you, as a token of your having read, understood and accepted the offer, failing which this LoI shall stand cancelled, withdrawn, revoked and shall become void.**

We look forward to you joining us. We are confident that you will find new challenges, opportunities and satisfaction in your association with JSW.

With Best Wishes,

Yours sincerely,

**Dilip Pattanayak**

**President & CHRO - Steel & Corporate**

**For JSW Steel / Cement / Paints / ONE Platform**







**DAIKIN AIRCONDITIONING INDIA PVT. LTD.**

12th Floor, Building No. 9, Tower 'A', DLF Cyber City, DLF Phase III,  
Gurugram - 122 002, Haryana, INDIA Tel. : +91-124-4555444, Fax : +91-124-4555333  
Corporate Identification Number (CIN) - U74899DL2000PTC104990  
Website: www.daikinindia.com, e-mail: ho@daikinindia.com

21.07.2023

**Mr. S Mohamed Meeran Fahim**  
**Chennai, Tamil Nadu**

**SUB: OFFER LETTER**

**Dear Meeran Fahim,**

With reference to our discussions, we are pleased to offer you the post of **Graduate Engineer Trainee** at Daikin India. The initial training will be held at **Neemrana – Rajasthan** for about three weeks.

Your final job location will be communicated to you during the induction training.

The compensation structure as per attached annexure -1.

Joining Date is : 24<sup>th</sup> July 2023

You are advised to report at below-mentioned address on the day of joining.

**Daikin Air-conditioning India Pvt. Ltd.**

**SP2-12 to SP2-15 & SP24 to SP27**  
**RIICO New Industrial Complex (Majrakath)**  
**Neemrana- 301705, Distt. Alwar**

Refer to Annexure A for the documents to be submitted before and on the day of joining.

As a Confirmation of your acceptance, please sign one copy of this letter and return it to us within two days of receiving the offer letter.

We look forward to your joining and a great career with us.

Best Wishes!

**For Daikin Airconditioning India Pvt. Ltd.**

**Isha Chadda**  
**Manager – Human Resources**

## ANNEXURE A

### **DOCUMENTS TO BE SUBMITTED**

You are required to submit the documents mentioned below within 2 days of receiving the offer letter. In case you fail to submit any of the below-mentioned documents before or on the day of joining, this offer letter may stand null and void.

#### **I. DOCUMENTS TO BE SUBMITTED BEFORE JOINING:**

Documents should be given to Human Resources department either in soft or hard copy. All the documents should be self-attested by you.

1. Acceptance of the given offer letter.
2. Photocopy of 10<sup>th</sup> & 12<sup>th</sup> certificate.
3. Photocopy of your graduation and post-graduation certificate/degree.
4. 2 passport-size photographs. (In Jpg format, if a soft copy is submitted)
5. Relieving and Experience letter from the last employer (if any).
6. 1 Copy of any of the following documents as your 'proof of identity':
  - PAN Card (Mandatory)
  - Aadhar Card (Mandatory)
  - Valid Passport

#### **II. DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:**

You are required to carry the following documents along with you on the joining day to the reporting branch.

1. 2 passport-size photographs to open your bank account in Axis bank.
2. 1 Copy of any of the following documents as your 'proof of identity' (as mentioned above) to open your salary account at Axis bank.

#### **III. MEDICAL EXAMINATION & BACKGROUND VERIFICATION**

Company may conduct a pre-employment medical examination and background verification. Based on less than adequate results of standard medical test and background reports, DAIKIN reserves the right to withdraw your employment offer.

ANNEXURE-1

**COMPENSATION STRUCTURE**

<b>Grade</b>		GET	
<b>Designation</b>		Graduate Engineer Trainee	
		<b>PARTICULARS</b>	<b>AMOUNT</b>
<b>A.</b>	<b>Monthly Salary (Rs.)</b>	Basic	14000
		HRA	7000
		Conveyance Allowance	1600
		Special Allowance	14646
		Medical Allowance	1167
		<b>Gross Monthly</b>	<b>38413</b>
<b>B.</b>	<b>Employer Contribution/ Benefits (Rs.)</b>	PF	1800
		Gratuity	673
		Mediclaime Insurance	781
		<b>Total</b>	<b>3254</b>
<b>Monthly CTC (Fixed Pay)</b>		<b>41667</b>	
<b>Annual CTC (Fixed pay)</b>		<b>500004</b>	
<b>Total Annual CTC</b>		<b>500004</b>	

*Gratuity will be paid as per Gratuity Act, 1972*

*Income Tax will be deducted as per Income Tax Act, 1962*

25/Aug/2022

Name : Mohammed Shoukath Hussain  
Contact Number : 9361676498  
Mail id : mshoukath@protonmail.com

Sub: **Provisional offer letter**

Dear Mohammed Shoukath Hussain,

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Software Engineer - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 750,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

**Performance based Retention Bonus:** You will be eligible for a performance-based retention bonus, subject to the terms described below:

1. INR 100,000/- will be paid to you after your completion of the 1st year with Mr. Cooper Group.
2. INR 150,000/- will be paid to you after your completion of the 2nd year with Mr. Cooper Group.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Please note that Mr.Cooper has completed an agreement with Sagent to create the mortgage industry's first cloud native servicing platform and consequently your employment shall be transferred to Sagent Lending Technologies or any other subsidiary of Sagent Lending Technologies in India without any change in your conditions of employment.

Sincerely,


For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, Mohammed Shoukath Hussain accept the above offer.



(Signature)

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**NSM Services Private Limited**

Block 7, 11th Floor, DLF IT SEZ Park, 1/124 Shivaji Gardens, Manapakkam, Chennai – 600 089, India.

CIN: U72200TN2015PTC101740

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

25/Aug/2022

Name : Shyamnandhan Raja  
Contact Number : 9361082410  
Mail id : shyamnandhanr@gmail.com

Sub: **Provisional offer letter**

Dear Shyamnandhan,

Welcome to Mr.Cooper Family! As part of our 2022 campus placements, we are pleased to confirm our offer for the position of **Software Engineer - Trainee** with NSM Services Private Limited (the "Company").

Your compensation in this position will be **INR 750,000/-** per annum. This salary will be reviewed periodically for possible adjustments based on competitive practice and personal performance.

**Performance based Retention Bonus:** You will be eligible for a performance-based retention bonus, subject to the terms described below:

1. INR 100,000/- will be paid to you after your completion of the 1st year with Mr. Cooper Group.
2. INR 150,000/- will be paid to you after your completion of the 2nd year with Mr. Cooper Group.

Please note that this is a provisional offer only and the formal offer will be sent to you shortly.

Please sign and return a copy of this letter as a token of your acceptance.

We look forward to a long lasting and mutually beneficial relationship. We are confident your abilities will play a key role in our company.

Please note that Mr.Cooper has completed an agreement with Sagent to create the mortgage industry's first cloud native servicing platform and consequently your employment shall be transferred to Sagent Lending Technologies or any other subsidiary of Sagent Lending Technologies in India without any change in your conditions of employment.

Sincerely,

For **NSM Services Private Limited**



**Arati Mohanram**

**Vice President – People Org, India Center**

I, Shyamnandhan Raja accept the above offer.



(Signature)

---

**NSM Services Private Limited**

Block 7, 11th Floor, DLF IT SEZ Park, 1/124 Shivaji Gardens, Manapakkam, Chennai – 600 089, India.

CIN: U72200TN2015PTC101740

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



Date: 24.11.2022

Name of the Student: Naieem Ahmed

Name of the College: B.S. Abdur Rahman Crescent Institute of Science and Technology

### Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "Trainee – SAP Sergeant" role.

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter**.

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10<sup>th</sup> Std, 80% in 12<sup>th</sup> Std and 75% in UG / PG score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management training. During this phase they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of **Rs 5000/-**.

On successful completion of project review and assessments, interns will be eligible to enter second **6 months**, and they will undergo project related training and participate in live projects along with the learning stipend of **Rs.10000**. (Rupees Ten Thousand Only) The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. and Interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary. Your salary from **1<sup>st</sup> month** of probation will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

I accept the above terms and conditions.

Authorized Signatory.

Candidate Signature  
Date of Joining



### Compensation Structure Details:

The details of your Compensation Structure are given below:

**Basic-** Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

**HRA-** 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

**Flexi Benefit Allowance (FBA)-** The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

**Performance Variable Pay** – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

**Provident Fund** – Provident fund will be governed as per the statutory act.

**Gratuity** – Gratuity amount shown in the annexure in approximation of your eligibility and final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company Policy.

**Insurance:** – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 300000/-** per annum. Premium for this is included in CTC.
  - a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
    - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

## ANNEXURE

Name: <i>Naiem Ahmed</i>
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	Annual	Monthly
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
<b>Gross Salary</b>	<b>608900</b>	<b>50742</b>
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
<b>Annual Cost to Company</b>	<b>650000</b>	





Date: 24. 11. 2022

Name of the Student: Syed Mynuddin

Name of the College: B.S. Abdur Rahman Crescent Institute of Science and Technology

**Letter of Intent to Hire**

This letter is evidence that you have successfully completed our selection process for the "Trainee – SAP Sergeant" role.

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter**.

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10<sup>th</sup> Std, 80% in 12<sup>th</sup> Std and 75% in UG / PG score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management training. During this phase they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of **Rs 5000/-**.

On successful completion of project review and assessments, interns will be eligible to enter second **6 months**, and they will undergo project related training and participate in live projects along with the learning stipend of **Rs.10000**. (Rupees Ten Thousand Only) The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. and Interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary. Your salary from **1<sup>st</sup> month** of probation will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

I accept the above terms and conditions.

Authorized Signatory.

Candidate Signature  
Date of Joining



### Compensation Structure Details:

The details of your Compensation Structure are given below:

**Basic-** Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

**HRA-** 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

**Flexi Benefit Allowance (FBA)-** The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

**Performance Variable Pay –** Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

**Provident Fund –** Provident fund will be governed as per the statutory act.

**Gratuity –** Gratuity amount shown in the annexure in approximation of your eligibility and final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company Policy.

**Insurance: –** You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 300000/-** per annum. Premium for this is included in CTC.
  - a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
  - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
    - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
    - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

## ANNEXURE

<b>Name:</b> <i>Syed Mynuddin</i>
<b>Designation:</b> Trainee
<b>Band:</b> II-D

<b>Compensation Structure in Rs.</b>	<b>Annual</b>	<b>Monthly</b>
<b>Basic</b>	260000	21667
<b>HRA</b>	130000	10833
<b>Flexi Benefit Allowance</b>	218900	18242
<b>Gross Salary</b>	<b>608900</b>	<b>50742</b>
<b>Employer's Contribution to PF</b>	21600	1800
<b>Gratuity</b>	13000	NA
<b>Medical Insurance</b>	6500	NA
<b>Annual Cost to Company</b>	<b>650000</b>	



**Ms. Tharini Pattadai Viswanathan**  
No 990 Ponniamman Koil Street  
Ammaiyar Kuppam  
Pallipet  
Tiruvallur - Pincode 631301  
Contact Number: +91- 7358002358

Chengalpattu, November 11, 2022  
HR/19622/Nov 2022

**Dear Tharini Pattadai Viswanathan,**

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **June 07, 2023**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

The eligibility criteria prescribed for the above position is a pass in the **7th & 8th semester of Bachelor of Technology (CSE)** exam and overall grade /percentage of minimum 70% in academics. This Offer and appointment, if any, pursuant to the above is provisional, subject to you securing a pass in the above **7th & 8th semester of Bachelor of Technology (CSE)** exam and overall grade/percentage of minimum 70% in academics and you providing us the consolidated mark sheets or Provisional certificates, to our satisfaction, on or before 30<sup>th</sup> June 2023. Any failure, on your part, in this regard, shall automatically disentitle you to continue in the services of the Company.

Your annual gross salary will be **Rs.4,25,000-(Rupees Four Lakhs Twenty Five Thousand Only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: [hr.onboarding@rntbci.com](mailto:hr.onboarding@rntbci.com) and you are requested to submit the copies of self-attested document as per Annexure 2 at the time of joining.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

**'In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included.'**

**Acceptance of Offer**

*P. V. Tharini*  
**Tharini Pattadai Viswanathan**

**Sincerely**

*Venkata Subramanian*  
**Venkata Subramanian**  
**Head – Talent Acquisition, RNTBCI**

Encl : Annexure 1(Salary structure), Annexure 2(Check list of documents), Annexure 3(Terms & Conditions of Employment),  
Annexure 4(Mandatory Medical Checkup), Annexure 5(Covering Letter for Medical Checkup), Annexure 6(Pre-Test Requirement)

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
PRIVATE LIMITED  
Ascendas IT Park, Mahindra World City, SEZ  
No. T P 2/1, Natham Sub Post Office, Chengalpattu District,  
Tamil Nadu – 603 004.  
India  
CIN: U50401TN2007PTC064840

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**Annexure 1  
(Salary Structure)**

Name	Tharini Pattadai Viswanathan	
Designation	Trainee (Graduate Engineer)	
Department	ISIT	
Location	Chennai	Mahindra World City
Item	Monthly	Annual
Basic	15,000	1,80,000
PF (Employer Contribution)	1,800	21,600
PF (Employee Contribution)	1,800	21,600
Gratuity	722	8,658
<b>Sub Total - A</b>	<b>19,322</b>	<b>2,31,858</b>
<b>Benefit Basket - B</b>		
1) Voluntary Provident Fund	The employee will have the benefit of choosing the option	
2) Employer NPS		
3) HRA		
4) Children Education Allowance		
5) Children Hostel Allowance		
6) LTA		
7) Food coupons		
8) Mobile Reimbursement		
9) Car Maintenance Reimbursement		
<b>Sub Total - B</b>	<b>Total of Benefit basket</b>	
Special Allowance (Excess of 1 to 9 will be put here) - C	(If Any)	
<b>Gross Salary = A+B+C</b>	<b>35,417</b>	<b>4,25,000</b>

→ In Addition to the Gross Salary indicated above, your CTC (Cost to Company) includes other benefits applicable as per RNTBCI designation band.

→ If your basic salary is lower than Rs 21,000 per month, you will be entitled to Bonus as per the provisions of the Payment of Bonus Act, 1965.

→ **Benefits**

\* Company Group Insurance Scheme

- Group Mediciam Policy - for Self & nuclear family (Spouse & 2 children)
- Group Term Life Insurance - for Self
- Group Accidental Policy - for Self

\* Retirals

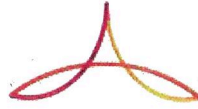
- Employee's Group Gratuity Assurance Scheme linked to LIC (Life Insurance Corporation of India)

HR/19622/Nov 2022  
Tharini Pattadai Viswanathan

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**Annexure 1A  
(Salary Structure)**

Component	Summary
<b>Basic Salary</b>	One of the salary component to which other components in the CTC (Cost to Company) is linked based on RNTBCI rules
<b>Retirals</b>	In order to support you financially, post your retirement age. Conditions applied as per Law
1) Provident fund	12% of basic salary is contributed to the Provident Fund towards Employer Contribution. Another 12% of basic salary is contributed from the employee contribution.
2) Gratuity	Calculated @ 4.81% of basic salary; It shall be paid in accordance with the Payment of Gratuity Act, 1972 & Rules, and any amendments by the appropriate Government from time to time, subject to meeting the eligibility and criteria under the Act and the Rules.
<b>FBP (Flexible Benefit Plan)</b>	It allows you to choose the benefit basket that suits your need and avail tax exemptions as per prevailing tax rules. This is subject to change from time to time.
1) Voluntary Provident Fund (VPF)	Apart from contributing the normal 12% of your basic pay, you may choose to contribute towards your retirals, subject to a maximum of 12% of Basic (In addition to mandatory contribution)
2) Employer NPS	Maximum 10% of basic salary per annum
3) House Rent Allowance	Maximum 50% of basic salary per annum. House Rent Receipts to be produced for proof
4) Children Education Allowance	Rs.1200/- per annum per child. Maximum upto 2 children
5) Children Hostel Allowance	Rs.3600/- per annum per child. Maximum upto 2 children
6) Leave Travel Allowance	Upto 2 months of basic per annum. Economy class air fare/ I Class Train fare twice in a block period of 4 years. Current block period is 2022-2025.
7) Food Coupons	Upto Rs.43,200/- per annum subject to RNTBCI policy for FBP. Sodexo food coupons; can be used in grocery shops / restaurants.
8) Mobile Reimbursement	Rs.42,000/- per annum subject to two telephone connection in employee's name.
9) Car Maintenance Reimbursement	Rs.28,800/- per annum subject to IT rules Car capacity wise. RC copy to be provided as proof (Fuel expensed or Maintenance Expenses) on employee's name.
<b>Annual Gross Salary</b>	Basic Salary + Retirals + FBP
<b>Group Mediclaim Policy</b>	You will be covered under Company Group Insurance Floater Policy with a basis cover for the family (Employee+Spouse+2 dependent children below 25 years) paid by the Company as per Group Mediclaim Insurance Scheme of RNTBCI. Hospitalization cover; Cashless or Reimbursement upto Rs.5,00,000/- (Rupees Five Lakhs Only) per annum as per the designation band. All terms & conditions are subject to change as per Company Group Insurance Scheme.
<b>Group Accidental Policy</b>	You will be covered under Company Group Accidental Insurance Policy for Rs.5,00,000/- (Rupees Five Lakhs Only). All terms & conditions are subject to change as per Company Group Insurance Scheme.
<b>Group Term Life Insurance Policy</b>	You will be covered under Company Group Term Life Insurance Policy for minimum of Rs.15,00,000/- (Rupees Fifteen lakhs Only) or 2x of Annual Salary whichever is higher. All terms & conditions are subject to change as per Company Group Insurance Scheme.

→ Company Transport details as follows

Transportation Details	Employees availing Bus Transportation -General Shifts	Rs 2250/-* per month deduction through Payroll
	Employees Travelling by Train (Subject to producing of document evidences)	Rs.300/- or at actuals, whichever is less, will be reimbursed for employees travelling from Chengalpattu and Perungalathur
		Rs.500/- or at actuals, whichever is less, will be reimbursed for employees travelling from Tambaram and Beach

The details will be specified at the time of joining.

\* The deduction amount towards Company Transportation can change subject to company's discretion and the same will be intimated at the time of change.

HR/19622/Nov 2022  
Tharini Pattadai Viswanathan

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**Annexure 2**  
**(Check list of Documents)**

Following copies of self-attested document are required to be produced at the time of joining along with the Originals for Verification:

Requirements	Remarks
Educational Details	All mark sheet & certificates – From X Std. till UG/PG etc.
Employment Record	Offer Letter of the last organization with Salary slip or Salary certificate. Relieving letter from last 5 organizations & Experience letter from all the companies worked so far(Experience will be accounted based on the documents submitted).
Photographs	2 Formal Passport size photographs with white background
Passport / VISA/ RP	Copy of your passport(Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted(Originals will be verified)
Pan Card	Copy of Permanent Account Number(Originals will be verified)
Investment Declaration	Form- 12C

You are requested to produce **your original diploma/ degree certificate at the time of joining**. In lieu of this, you need to provide provisional certificate (as applicable). If you fail to produce your diploma/degree certificate within three months of your joining, you may be terminated from the roles of RNTBCI.

Your offer has been made based on the information furnished by you at the time of interview. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke the offer at any time during your service.

Your joining will be subject to submission of all the above documents.

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### Annexure 3

#### (Terms & Conditions of Employment)

##### **Compliance to Quality Standards**

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

##### **Training Period**

You will be on a Trainee (Graduate Engineer) training period for One Year from the date of joining,

##### **Confirmation of Service**

On your successful completion of Training subject to Training Evaluation, post one year of your joining; your service may be confirmed as an Engineer and your revised annual gross salary as Engineer will be Rs.4,75,000/- (Rupees Four Lakhs Seventy Five Thousand Only). In addition to your performance during this period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company (See Annexure 2).

##### **Background Verification**

The Company may by itself or through such agencies as it may engage, conduct a background verification of the particulars provided by you. By acceptance of the offer, you are deemed to have consented to such verification and shall co-operate with the same, in all respects. The offer of employment is contingent upon successful completion of the background verification and shall be subject to the particulars provided by you being found to be true and correct, to the sole satisfaction of the Company. The offer of employment shall be rescinded forthwith, if any of the particulars provided by you are found to be wholly or partially false, incomplete or incorrect or if you fail to submit any of the documents/information requested by the Company for the background verification and scrutiny, within the suggested time period.

##### **Code of Conduct**

The company will expect you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

##### **Conflict of Interest**

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are employed with RNTBCI Pvt. Ltd. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

##### **Medical**

The appointment is subject to your being found medically, physically fit. The company has the right at all times to send you for a medical check up to ascertain your fitness for the job.

##### **Working Hours**

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. The company reserves the right to alter or modify the working hours or holidays temporarily or permanently.

##### **Dress Code**

All employees of RNTBCI are required to be in Business Formal wear on all working days between Monday to Thursday and smart casuals on Friday's. Failure to adhere to the standards of dress and appearance may constitute to misconduct and may result in formal disciplinary proceedings.

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### Annexure 3 (Terms & Conditions of Employment)

#### **Personal Indebtedness**

The Company shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your employment with Renault Nissan Technology & Business Centre India. You understand and accept that you shall have no authority to pledge the credit of Renault Nissan Technology & Business Centre India to any person or entity.

#### **Posting / Transfer of Service**

In view of the nature of the company's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

#### **Training**

You will be provided adequate training as per company Trainee (Graduate Engineer) training program.

You may also be selected or sponsored by the company for training assignment with the company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

#### **Payroll**

Your Monthly salary as per the above structure will be remitted to your Salary account through Bank Transfer by 29<sup>th</sup> of Every Month. In case of your absence for a continuous period of 8 days, without information or Leave approval from your Manager, your monthly payroll will be kept on hold until your presence is notified and proper information is provided to the Company.

#### **Passport & Pan Card**

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

#### **Increments and Promotions**

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the company, as determined by the management through periodic performance appraisal.

#### **Confidentiality Agreement**

This offer of employment made to you are subject to your executing an agreement to maintain confidentiality of matters related to the Company. You will execute this agreement upon joining the Company.

#### **Service Agreement**

As the Company will be spending substantial amount of time and money for your training or deputation overseas, you will be required to sign a service agreement related to Overseas or Training with the Company, as the Company may deem appropriate from time to time. You will have to execute an "service agreement for Trainee (Graduate Engineer) Training" for a period of Three Years from the date of joining (it includes the Training period) for the specialized training imparted to you to carry out the work, which is very specific to RNTBCI.

#### **Intellectual Property Ownership:**

The Intellectual Property (IP) and confidential information shared with you during the course of your employment shall remain the exclusive property of the company. The IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your employment will be the exclusive property of the company as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during employment, to the company. You agree that you shall execute and deliver all instruments in writing, as may be required by the company, including affidavits and assignments to convey and assign the entire right, title and interest in and to the said IP to the company and/or, its associates, successors, partners or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.

HR/19622/Nov 2022  
Tharini Pattadai Viswanathan

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### Annexure 3 (Terms & Conditions of Employment)

#### Non-Solicitation Agreement

You agree that during your employment with the company and for two (2) years following separation of your employment with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.

You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

#### Termination of Service

As a Trainee (Graduate Engineer) you will be governed by the clause as appearing in the Service Agreement, ('Service Agreement for Trainee (Graduate Engineer) Training' or "Overseas Service Agreement", whichever is valid at the time of resignation) and will be subject to any changes made thereafter. In the event that you decide to leave the company, you will be subject to a minimum of three month's notice, in addition to honoring the cost/expenses related to training as mentioned in the Service Agreement for Training/ Overseas Service Agreement. If you resign from the services of this company within 12 months from the date of joining, the relocation expenses, initial accommodation charges and notice buy-out period paid to you at the time of joining will be recovered from you.

#### Retirement

You will retire from the services of the company on completion of your 58 years as per the proof of age submitted by you at the time of joining.

#### Restraints

##### Access to Information

Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

##### Authorization

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

##### Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

#### Other Rules and Regulations

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your remuneration in terms of employment to any other employee of the company expect your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render the company to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies.

3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; **within 21 working days** from the date of any change.

HR/19622/Nov 2022  
Tharini Pattadai Viswanathan

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
PRIVATE LIMITED  
Ascendas IT Park, Mahindra World City, SEZ  
No. T P 2/1, Natham Sub Post Office, Chengalpattu District,  
Tamil Nadu – 603 004.  
India  
CIN: U50401TN2007PTC064840

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## **Annexure 4 Mandatory Medical Checkup**

You will have to undergo a medical checkup organized by the Company within 30 days from the offer release date. Kindly refer annexure 5 and get in touch with the Company approved clinic to fix an appointment for medical check-up.

The following tests will be taken to examine your medical fitness.

- Complete Blood Count
- Blood Group Rh Type
- Glucose - Random
- Cholesterol Total
- Urine Complete Analysis
- Creatinine
- XRAY-CHEST
- ECG
- Ophthalmology
- Audiometry
- General Physician Consultation

Your cordial cooperation would ensure the completion of medical records during your employment with Renault Nissan Technology & Business Centre India.

The information collected through this report will be strictly confidential.

HR/19622/Nov 2022  
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**Annexure 5**

To,

The Centre Manager  
Apollo Clinic

Dear Sir / Madam,

**Sub: Pre Employment Health Check up - Authorization Letter**

As per our arrangement/Purchase Order with your institution for preventive health screening we request you to do the needful as per the details mentioned below.

Name of the Candidate	: Ms. Tharini Pattadai Viswanathan
Offer Letter reference number	: HR/19622/Nov 2022
Type of Checkup	: RNTBCI Pre-employment Medical Check
Bill Details	: Bill to the Company
Report Details	: Report to the Company
Appointment Fixing	: 18605007788

---

**For Office Use Only**

**Company Address for Billing:**

Renault Nissan Technology & Business Centre India Private Limited  
Ascendas IT Park, Mahindra World City SEZ  
Plot NoTP2/1, Natham Sub Post Office  
Chengalpet District  
Tamil Nadu – 603 004

Reports to be shared at: Medical.officer@rntbci.com

Sincerely

**Venkata Subramanian**  
**Head – Talent Acquisition**  
**RNTBCI**

**Note:** Appointment to be fixed by candidate directly. Candidate coming for check-up has to produce photocopy of Government Approved ID card with the printed copy of this letter.

HR/19622/Nov 2022  
Tharini Pattadai Viswanathan

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## Annexure 6

### PRE-TEST REQUIREMENTS FOR MEDICAL CHECK-UP

1. All Health Check Ups are conducted by prior appointments.
1. Fix Appointment through toll free 18605007788 before 24 hours of check-up
2. You are requested to reach 20mins ahead of the scheduled time to facilitate the smooth process of your check-up.
3. Minimum of 12 hours fasting is essential prior to the check-up.
4. May drink water during fasting. Refrain from alcohol at least 12 hrs, prior to the check-up.
5. Men are requested to shave/trim their chest to ensure a good ECG / Tread Mill Test.
6. If you are wearing contact lenses, please remove those 2 days prior to Health check.
7. Wear loose clothing, No jewelry (Necklaces / Chains) and easily removable footwear.
8. If you are diabetic, avoid taking your insulin injections / anti diabetic tablets on the morning of Health Check-up. Please carry your insulin / anti diabetic tablets which you can have before or after your breakfast in the clinic. Other regular medication can be taken as instructed by the doctor. Please carry regular medication along.
9. Please bring all your earlier (Within 1Year) medical records and medical accessories like glasses, hearing aid if you have any when you come for Health Check Up.
10. Inform Health Check-up department in advance if you want any additional Investigations or consultations to be done so that we can schedule your appointments for the same.
11. We can provide additional Tests / Investigations / Procedures / Consultations on request or if required however these will be billed separately in addition to the package cost.
12. An authorization letter from your company is required to avail of services paid for by the company.
13. Please be informed that certain tests like x-rays are not to be done if you are likely to be pregnant.

HR/19622/Nov 2022  
Tharini Pattadai Viswanathan

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Thursday 23<sup>th</sup> Feb 2023,

**Mr. Logeswaran N**  
**Address: No.33, Sri devi karumari amman nagar,**  
**Shivan koil street,**  
**Thiruverkadu,**  
**Chennai-600077**

**Dear Mr. Logeswaran N**

**Sub. : Letter of Intent**

We are please to make you an offer as “**POST GRADUATE ENGINEER TRAINEE**” in our esteemed Organization.

The following particulars will be applicable to you on your joining.

1. Date & Place of Joining will be communicated to you shortly.
2. Training Period : One Year
3. Annual Salary : Rs. 6,00,000/-  
(Cost to Company) : (Rs. Six Lakh Only)
4. You will be placed through in-depth training program to provide accelerated training & work experience in various technical & functional areas. There will continuous on-the job performance evaluation during training period and final evaluation at end of the program period.
5. You may be placed across different location of India during training period. The final location of posting will be communicated after completion of training program and it will based on business requirement at that time.
6. After the completion of training period, on confirmation, designation and CTC shall be revised as per the company policy.
7. The detailed appointment letter will be given on the date of joining along with the set of the policies which will govern the terms & conditions of your work during the training period.
8. This offer is valid upto Friday, 3<sup>rd</sup> March 2023 and any change in the same may be accepted subject to the approval of the undersigned in writing.
9. The offer is made based on the credentials you have furnished in your application/CV and discussed during the Interview. If any of the facts provided are false, we reserve the right to terminate the offer.

10. Kindly sign the duplicate copy of this letter as a token of your acceptance and return it to us as confirmation. Also, offer is subject to a clearing medical examination.

11. Documents to be submitted:

1. Copies of Qualification Certificates
2. Age Proof (School / College Leaving Certificate)
3. 4 number of passport size colour photographs
4. Copy of the IT PAN Card and Passport / Driving License / Voters Card
5. Residential Proof (Electricity Bill / Passport zerox copy)
6. Cancelled Bank Cheque of your bank
7. Copy of driving licence.

We look forward for your joining PRISM RMC family.

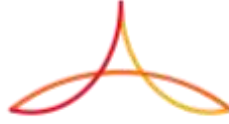
Thanking you,  
Yours faithfully,

For PRISM JOHNSON LIMITED  
RMC (India) Division

I accept the above Terms of Offer  
(Signature of Candidate)



SHASHI RANJAN KUMAR  
Head - Human Resources.



**Mr. Hassain Basha**  
No.68B/8B/35  
Hydeerpattarai Street  
Gopalsamy Thottam  
Kanchipuram - Pincode 631501  
Contact Number: +91- 8220542976

Chengalpattu, December 11, 2022  
HR/19766/Dec 2022

**Dear Hassain Basha,**

Congratulations!

We are pleased to offer you the position of **Trainee (Post Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd. Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining is on or before **June 07, 2023**. The offer stands withdrawn thereafter unless the date is extended or communicated to you in writing.

The eligibility criteria prescribed for the above position is a pass in the **3rd & 4th** semester of **Master of Technology (CSE)** exam and overall grade /percentage of minimum 70% in academics. This Offer and appointment, if any, pursuant to the above is provisional, subject to you securing a pass in the above **3rd & 4th** semester of **Master of Technology (CSE)** exam and overall grade/percentage of minimum 70% in academics and you providing us the consolidated mark sheets or Provisional certificates, to our satisfaction, on or before 30<sup>th</sup> June 2023. Any failure, on your part, in this regard, shall automatically disentitle you to continue in the services of the Company.

Your annual gross salary will be **Rs.5,25,000-(Rupees Five Lakhs Twenty Five Thousand Only)** as detailed in Annexure 1. You will also be covered under the Company Group Insurance Scheme as per policy terms agreed by the company.

Your terms and conditions of employment are as mentioned in Annexure 3. You will be governed by the terms and conditions of the company and subject to any further amendments from time to time. You are advised to read the Annexures carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of you having understood and accepted the same.

In case of further clarifications with reference to your joining, please get in touch with our Joining Cell on Email: [hr.onboarding@rntbci.com](mailto:hr.onboarding@rntbci.com) and you are requested to submit the copies of self-attested document as per Annexure 2 at the time of joining.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

**'In line with Government of India regulations, you need to possess Aadhaar or an Aadhaar enrollment number in order to complete your joining formalities. In case your Aadhaar card contains only year of birth, please use the Self-service update portal (SSUP) or approach an enrollment center to update your date of birth. We require the Aadhaar or Aadhaar enrollment number with your date of birth included'**.

**Acceptance of Offer**

**Sincerely**

**Hassain Basha**

**Venkata Subramanian**  
**Head – Talent Acquisition, RNTBCI**

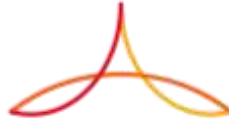
**Encl : Annexure 1**(Salary structure), **Annexure 2**(Check list of documents), **Annexure 3**(Terms & Conditions of Employment), **Annexure 4**(Mandatory Medical Checkup), **Annexure 5**(Covering Letter for Medical Checkup), **Annexure 6**(Pre-Test Requirement)

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**Annexure 1  
(Salary Structure)**

Name	Hassain Basha	
Designation	Trainee (Post Graduate Engineer)	
Department	CUSTOMER PERFORMANCE CAE & TEST	
Location	Chennai	Mahindra World City
Item	Monthly	Annual
Basic	17,500	2,10,000
PF (Employer Contribution)	2,100	25,200
PF (Employee Contribution)	2,100	25,200
Gratuity	842	10,101
<b>Sub Total – A</b>	<b>20,442</b>	<b>2,45,301</b>
<b>Benefit Basket – B</b>		
1) Voluntary Provident Fund	The employee will have the benefit of choosing the option	
2) Employer NPS		
3) HRA		
4) Children Education Allowance		
5) Children Hostel Allowance		
6) LTA		
7) Food coupons		
8) Mobile Reimbursement		
9) Car Maintenance Reimbursement		
<b>Sub Total - B</b>	<b>Total of Benefit basket</b>	
Special Allowance (Excess of 1 to 9 will be put here) – C (If Any)		
<b>Gross Salary = A+B+C</b>	<b>43,750</b>	<b>5,25,000</b>

→ In Addition to the Gross Salary indicated above, your CTC (Cost to Company) includes other benefits applicable as per RNTBCI designation band.

→ If your basic salary is lower than Rs 21,000 per month, you will be entitled to Bonus as per the provisions of the Payment of Bonus Act, 1965.

→ **Benefits**

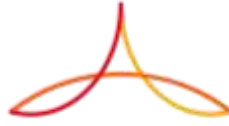
\* Company Group Insurance Scheme

- Group Mediclaim Policy - for Self & nuclear family (Spouse & 2 children)
- Group Term Life Insurance - for Self
- Group Accidental Policy - for Self

\* Retirals

- Employee's Group Gratuity Assurance Scheme linked to LIC (Life Insurance Corporation of India)

HR/19766/Dec 2022  
Hassain Basha



**Annexure 1A  
(Salary Structure)**

<b>Component</b>	<b>Summary</b>
<b>Basic Salary</b>	One of the salary component to which other components in the CTC (Cost to Company) is linked based on RNTBCI rules
<b>Retirals</b>	In order to support you financially, post your retirement age. Conditions applied as per Law
1) Provident fund	12% of basic salary is contributed to the Provident Fund towards Employer Contribution. Another 12% of basic salary is contributed from the employee contribution.
2) Gratuity	Calculated @ 4.81% of basic salary; It shall be paid in accordance with the Payment of Gratuity Act, 1972 & Rules, and any amendments by the appropriate Government from time to time, subject to meeting the eligibility and criteria under the Act and the Rules.
<b>FBP (Flexible Benefit Plan)</b>	It allows you to choose the benefit basket that suits your need and avail tax exemptions as per prevailing tax rules. This is subject to change from time to time.
1) Voluntary Provident Fund (VPF)	Apart from contributing the normal 12% of your basic pay, you may choose to contribute towards your retirals, subject to a maximum of 12% of Basic (In addition to mandatory contribution)
2) Employer NPS	Maximum 10% of basic salary per annum
3) House Rent Allowance	Maximum 50% of basic salary per annum. House Rent Receipts to be produced for proof
4) Children Education Allowance	Rs.1200/- per annum per child. Maximum upto 2 children
5) Children Hostel Allowance	Rs.3600/- per annum per child. Maximum upto 2 children
6) Leave Travel Allowance	Upto 2 months of basic per annum. Economy class air fare/ I Class Train fare twice in a block period of 4 years. Current block period is 2022-2025.
7) Food Coupons	Upto Rs.43,200/- per annum subject to RNTBCI policy for FBP. Sodexo food coupons; can be used in grocery shops / restaurants.
8) Mobile Reimbursement	Rs.42,000/- per annum subject to two telephone connection in employee's name.
9) Car Maintenance Reimbursement	Rs.28,800/- per annum subject to IT rules Car capacity wise. RC copy to be provided as proof (Fuel expensed or Maintenance Expenses) on employee's name.
<b>Annual Gross Salary</b>	Basic Salary + Retirals + FBP
<b>Group Mediclaim Policy</b>	You will be covered under Company Group Insurance Floater Policy with a basis cover for the family (Employee+Spouse+2 dependent children below 25 years) paid by the Company as per Group Mediclaim Insurance Scheme of RNTBCI. Hospitalization cover; Cashless or Reimbursement upto Rs.5,00,000/-(Rupees Five Lakhs Only) per annum as per the designation band. All terms & conditions are subject to change as per Company Group Insurance Scheme.
<b>Group Accidental Policy</b>	You will be covered under Company Group Accidental Insurance Policy for Rs.5,00,000/-(Rupees Five Lakhs Only). All terms & conditions are subject to change as per Company Group Insurance Scheme.
<b>Group Term Life Insurance Policy</b>	You will be covered under Company Group Term Life Insurance Policy for minimum of Rs.15,00,000/-(Rupees Fifteen lakhs Only) or 2x of Annual Salary whichever is higher. All terms & conditions are subject to change as per Company Group Insurance Scheme.

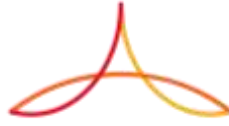
→ Company Transport details as follows

Transportation Details	Employees availing Bus Transportation -General Shifts	Rs 2250/-* per month deduction through Payroll
	Employees Travelling by Train (Subject to producing of document evidences)	Rs.300/- or at actuals, whichever is less, will be reimbursed for employees travelling from Chengalpattu and Perungalathur
		Rs.500/- or at actuals, whichever is less, will be reimbursed for employees travelling from Tambaram and Beach

The details will be specified at the time of joining.

\* The deduction amount towards Company Transportation can change subject to company's discretion and the same will be intimated at the time of change.

HR/19766/Dec 2022  
Hassain Basha



**Annexure 2**  
**(Check list of Documents)**

Following copies of self-attested document are required to be produced at the time of joining along with the Originals for Verification:

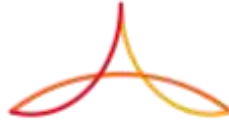
Requirements	Remarks
Educational Details	All mark sheet & certificates – From X Std. till UG/PG etc.
Employment Record	Offer Letter of the last organization with Salary slip or Salary certificate. Relieving letter from last 5 organizations & Experience letter from all the companies worked so far(Experience will be accounted based on the documents submitted).
Photographs	2 Formal Passport size photographs with white background
Passport / VISA/ RP	Copy of your passport(Originals will be verified) In case of foreign national, copy of your employment VISA with RNTBCI and copy of your residence permit must be submitted(Originals will be verified)
Pan Card	Copy of Permanent Account Number(Originals will be verified)
Investment Declaration	Form 12C

You are requested to produce **your original diploma/ degree certificate at the time of joining**. In lieu of this, you need to provide provisional certificate (as applicable). If you fail to produce your diploma/degree certificate within three months of your joining, you may be terminated from the roles of RNTBCI.

Your offer has been made based on the information furnished by you at the time of interview. However if there is a discrepancy in the copies of the document/ certificate given by you as a proof in support of the above, RNTBCI reserves the right to revoke the offer at any time during your service.

Your joining will be subject to submission of all the above documents.

HR/19766/Dec 2022  
Hassain Basha



### **Annexure 3 (Terms & Conditions of Employment)**

#### **Compliance to Quality Standards**

You will be required to understand and implement Standard procedures evolved within RNTBCI. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

#### **Training Period**

You will be on a Trainee (Post Graduate Engineer) training period for One Year from the date of joining,

#### **Confirmation of Service**

On your successful completion of Training subject to Training Evaluation, post one year of your joining; your service may be confirmed as an Engineer' and your revised annual gross salary as Engineer will be Rs.5,75,000/-(Rupees Five Lakhs Seventy Five Thousand Only). In addition to your performance during this period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company (See Annexure 2).

#### **Background Verification**

The Company may by itself or through such agencies as it may engage, conduct a background verification of the particulars provided by you. By acceptance of the offer, you are deemed to have consented to such verification and shall co-operate with the same, in all respects. The offer of employment is contingent upon successful completion of the background verification and shall be subject to the particulars provided by you being found to be true and correct, to the sole satisfaction of the Company. The offer of employment shall be rescinded forthwith, if any of the particulars provided by you are found to be wholly or partially false, incomplete or incorrect or if you fail to submit any of the documents/information requested by the Company for the background verification and scrutiny, within the suggested time period.

#### **Code of Conduct**

The company will expect you to display a high standard of initiative, efficiency and economy. You are charged with responsibility to uphold and extend the code of conduct of RNTBCI.

#### **Conflict of Interest**

You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are employed with RNTBCI Pvt. Ltd. You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.

#### **Medical**

The appointment is subject to your being found medically, physically fit. The company has the right at all times to send you for a medical check up to ascertain your fitness for the job.

#### **Working Hours**

Normal working hours are from 8.20 a.m. to 5.30 pm Monday through Friday, Saturday and Sunday are holidays. The company reserves the right to alter or modify the working hours or holidays temporarily or permanently.

#### **Dress Code**

All employees of RNTBCI are required to be in Business Formal wear on all working days between Monday to Thursday and smart casuals on Friday's. Failure to adhere to the standards of dress and appearance may constitute to misconduct and may result in formal disciplinary proceedings.

HR/19766/Dec 2022  
Hassain Basha



### Annexure 3 (Terms & Conditions of Employment)

#### **Personal Indebtedness**

The Company shall not be responsible for personal indebtedness or other liabilities incurred by you, during/ prior to your employment with Renault Nissan Technology & Business Centre India. You understand and accept that you shall have no authority to pledge the credit of Renault Nissan Technology & Business Centre India to any person or entity.

#### **Posting / Transfer of Service**

In view of the nature of the company's business, you may be assigned to different locations both in India and abroad. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the company's image.

#### **Training**

You will be provided adequate training as per company Trainee (Post Graduate Engineer) training program.

You may also be selected or sponsored by the company for training assignment with the company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

#### **Payroll**

Your Monthly salary as per the above structure will be remitted to your Salary account through Bank Transfer by 29<sup>th</sup> of Every Month. In case of your absence for a continuous period of 8 days, without information or Leave approval from your Manager, your monthly payroll will be kept on hold until your presence is notified and proper information is provided to the Company.

#### **Passport & Pan Card**

It is very important for you to have a valid passport and PAN Card. If you do not have it please apply for them immediately.

#### **Increments and Promotions**

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the company, as determined by the management through periodic performance appraisal.

#### **Confidentiality Agreement**

This offer of employment made to you are subject to your executing an agreement to maintain confidentiality of matters related to the Company. You will execute this agreement upon joining the Company.

#### **Service Agreement**

As the Company will be spending substantial amount of time and money for your training or deputation overseas, you will be required to sign a service agreement related to Overseas or Training with the Company, as the Company may deem appropriate from time to time. You will have to execute an "service agreement for Trainee (Post Graduate Engineer) Training" for a period of Three Years from the date of joining (it includes the Training period) for the specialized training imparted to you to carry out the work, which is very specific to RNTBCI.

#### **Intellectual Property Ownership:**

The Intellectual Property (IP) and confidential information shared with you during the course of your employment shall remain the exclusive property of the company. The IP (including R&D, inventions, concepts, methods, designs, softwares, models, prototypes, copyrights, etc.) created by you during your employment will be the exclusive property of the company as to its proprietorship, exploitation and use. By this agreement, you agree to assign all the rights, title and interest in the IP, created by you during employment, to the company. You agree that you shall execute and deliver all instruments in writing, as may be required by the company, including affidavits and assignments to convey and assign the entire right, title and interest in and to the said IP to the company and/or, its associates, successors, partners or assigns, as the case may be. You agree that you shall not claim any right, interest or title over the said IP in any manner whatsoever.

HR/19766/Dec 2022  
Hassain Basha

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### Annexure 3 (Terms & Conditions of Employment)

#### Non-Solicitation Agreement

You agree that during your employment with the company and for two (2) years following separation of your employment with the company, including without limitation, termination by the company for cause or without cause, you shall not, directly or indirectly, solicit or induce, or tempt any employee or consultant of the company to leave the company for any reason whatsoever, or hire any employee or consultant of the company.

You acknowledge that the company may have invested considerable time and money for recruitment and training of its employees. You hereby agree to compensate the company any monetary value determined by the company as a penalty for any violation of this clause.

#### Termination of Service

As a Trainee (Post Graduate Engineer) you will be governed by the clause as appearing in the Service Agreement; ('Service Agreement for Trainee (Post Graduate Engineer) Training' or "Overseas Service Agreement" whichever is valid at the time of resignation) and will be subject to any changes made thereafter. In the event that you decide to leave the company, you will be subject to a minimum of three month's notice, in addition to honoring the cost/expenses related to training as mentioned in the Service Agreement for Training/ Overseas Service Agreement. If you resign from the services of this company within 12 months from the date of joining, the relocation expenses, initial accommodation charges and notice buy-out period paid to you at the time of joining will be recovered from you.

#### Retirement

You will retire from the services of the company on completion of your 58 years as per the proof of age submitted by you at the time of joining.

#### Restraints

##### Access to Information

Information is available on need to know basis for specified groups and can be obtained upon joining through access channels.

##### Authorization

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

##### Information Security

Access to Renault Nissan network is through individual's password and you are requested not to share your password for any reason with others. You shall not install, download, copy, duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

An employee who wish to work late or early hours are requested to approach Admin department or HR department for any requirement. Employees will not be encouraged to use or outsource any services for the official purpose

#### Other Rules and Regulations

1) You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your remuneration in terms of employment to any other employee of the company expect your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render the company to take disciplinary action as deemed fit.

2) During the employment, you will be governed by service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company's policies.

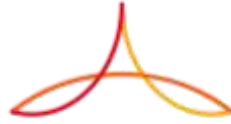
3) You will keep us informed of any change in your residential address, civil or marital status and other such matters; **within 21 working days** from the date of any change.

HR/19766/Dec 2022  
Hassain Basha

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
PRIVATE LIMITED  
Ascendas IT Park, Mahindra World City, SEZ  
No. T P 2/1, Natham Sub Post Office, Chengalpattu District,  
Tamil Nadu – 603 004.  
India  
CIN: U50401TN2007PTC064840

T +91 44 67481000  
F +91 44 67481150

Confidential C



## **Annexure 4 Mandatory Medical Checkup**

You will have to undergo a medical checkup organized by the Company within 30 days from the offer release date. Kindly refer annexure 5 and get in touch with the Company approved clinic to fix an appointment for medical check-up.

The following tests will be taken to examine your medical fitness.

- Complete Blood Count
- Blood Group Rh Type
- Glucose - Random
- Cholesterol Total
- Urine Complete Analysis
- Creatinine
- XRAY-CHEST
- ECG
- Ophthalmology
- Audiometry
- General Physician Consultation

Your cordial cooperation would ensure the completion of medical records during your employment with Renault Nissan Technology & Business Centre India.

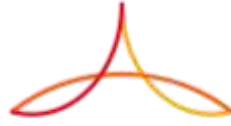
The information collected through this report will be strictly confidential.

HR/19766/Dec 2022  
Hassain Basha

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA  
PRIVATE LIMITED  
Ascendas IT Park, Mahindra World City, SEZ  
No. T P 2/1, Natham Sub Post Office, Chengalpattu District,  
Tamil Nadu – 603 004.  
India  
CIN: U50401TN2007PTC064840

T +91 44 67481000  
F +91 44 67481150

Confidential C



## Annexure 5

To,

The Centre Manager  
Apollo Clinic

Dear Sir / Madam,

### **Sub: Pre Employment Health Check up - Authorization Letter**

As per our arrangement/Purchase Order with your institution for preventive health screening we request you to do the needful as per the details mentioned below.

Name of the Candidate	: Mr. Hassain Basha
Offer Letter reference number	: HR/19766/Dec 2022
Type of Checkup	: RNTBCI Pre-employment Medical Check
Bill Details	: Bill to the Company
Report Details	: Report to the Company
Appointment Fixing	: 18605007788

---

### **For Office Use Only**

#### **Company Address for Billing:**

Renault Nissan Technology & Business Centre India Private Limited  
Ascendas IT Park, Mahindra World City SEZ  
Plot NoTP2/1, Natham Sub Post Office  
Chengalpet District  
Tamil Nadu – 603 004

Reports to be shared at: Medical.officer@rntbci.com

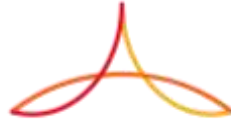
Sincerely

**Venkata Subramanian**  
**Head – Talent Acquisition**  
**RNTBCI**

**Note:** Appointment to be fixed by candidate directly. Candidate coming for check-up has to produce photocopy of Government Approved ID card with the printed copy of this letter.

HR/19766/Dec 2022  
Hassain Basha





## Annexure 6

### **PRE-TEST REQUIREMENTS FOR MEDICAL CHECK-UP**

1. All Health Check Ups are conducted by prior appointments.
1. Fix Appointment through toll free 18605007788 before 24 hours of check-up
2. You are requested to reach 20mins ahead of the scheduled time to facilitate the smooth process of your check-up.
3. Minimum of 12 hours fasting is essential prior to the check-up.
4. May drink water during fasting. Refrain from alcohol at least 12 hrs, prior to the check-up.
5. Men are requested to shave/trim their chest to ensure a good ECG / Tread Mill Test.
6. If you are wearing contact lenses, please remove those 2 days prior to Health check.
7. Wear loose clothing, No jewelry (Necklaces / Chains) and easily removable footwear.
8. If you are diabetic, avoid taking your insulin injections / anti diabetic tablets on the morning of Health Check-up. Please carry your insulin / anti diabetic tablets which you can have before or after your breakfast in the clinic. Other regular medication can be taken as instructed by the doctor. Please carry regular medication along.
9. Please bring all your earlier (Within 1Year) medical records and medical accessories like glasses, hearing aid if you have any when you come for Health Check Up.
10. Inform Health Check-up department in advance if you want any additional Investigations or consultations to be done so that we can schedule your appointments for the same.
11. We can provide additional Tests / Investigations / Procedures / Consultations on request or if required however these will be billed separately in addition to the package cost.
12. An authorization letter from your company is required to avail of services paid for by the company.
13. Please be informed that certain tests like x-rays are not to be done if you are likely to be pregnant.

HR/19766/Dec 2022  
Hassain Basha



7<sup>th</sup> June 2023

**Ms. Manisha Reddy**  
**Crescent University**

**Offer Letter – Sales Trainee**

Dear Manisha,

Congratulations on your selection in the campus placement process to Hershey India! We are pleased to offer you the position of **Sales Trainee at Hershey India Private Limited based at Chennai**. This offer is subject to you successfully completing the final examination of your business school and joining us on 23<sup>rd</sup> June 2023, being found medically fit and successful verification of all the information provided by you in your application form.

Depending on the needs of the business and your profile, you may be appointed on the rolls of Hershey India Private Limited in any of our establishments or units. You will be on probation for a period of one year, which is subject to extension for a further period not exceeding six months, if so desired by us. You shall adhere to all the Policies and the Code of Conduct of the Company during your entire association with the company including your training period, which shall be shared with you on your joining and are subject to timely revision at company's discretion.

Your service is terminable by giving one month of notice during the probation period. However, after confirmation, three months of notice in writing, on either side, is necessary for termination of employment.

Appended below is the break-up of the compensation offered to you. In addition, the position will receive benefits as applicable to your pay level-1B. A detailed letter of appointment will be issued to you only after you join us.

**Please send us a mail acceptance of this offer letter by 9<sup>th</sup> June 2023.** We will request you for a signed copy once you join us.

Looking forward to having a mutually beneficial association with you!

**Hershey India Private Limited**

CIN U24240MH1997PTC105714

Regd. office - Schindler House • Hiranandani Gardens • Powai • Mumbai 400076, India  
Phone : +91- 22- 2572 7800 • Fax : +91-22- 2572 7801 • Website – www. hersheyindia.com



During probation period:

CTC Structure		
Components		Rs. Per Month
Basic Salary	Fixed Pay (A)	15000
Provident Fund		1800
Gratuity		722
<b>Sub - Total</b>		<b>17522</b>
House Rent Allowance	Flexible Pay (B)	7500
Supplementary Allowance		16645
<b>Sub Total</b>		<b>24145</b>
<b>Total Fixed Monthly Salary</b>	A + B	<b>41667</b>
<b>Total CTC</b>		<b>500000</b>

Post Confirmation to grade 1B:

CTC Structure		
Components		Amount
Basic Salary	Fixed Pay (A)	16500
Provident Fund		1980
Gratuity		794
<b>Sub - Total</b>		<b>19274</b>
House Rent Allowance	Flexible Pay (B)	8250
Supplementary Allowance		18309
<b>Sub Total</b>		<b>26559</b>
<b>Total Fixed Monthly Salary</b>	A + B	<b>45833</b>
<b>Fixed CTC</b>		<b>550000</b>
<b>% of Variable Pay on the Fixed Annual Salary on Performance</b>	Variable (C)	20%
<b>Total CTC</b>	A + B + C	<b>660000</b>

*Abhishikta Das*

Abhishikta Das  
Director – Human Resources, India & AEMEA

### Hershey India Private Limited

CIN U24240MH1997PTC105714

Regd. office - Schindler House • Hiranandani Gardens • Powai • Mumbai 400076, India  
Phone : +91- 22- 2572 7800 • Fax : +91-22- 2572 7801 • Website – www. hersheyindia.com

# SCHWING STETTER (INDIA) PVT LTD

Regd., Corporate Office & Works:

F-71 & F-72, SIPCOT Industrial Park, Irungattukottai, Sriperumpudur Taluk, Kancheepuram District,  
Tamil Nadu - 602 117. Fax no. 044 71378105 .Phone : +91 - 44 - 71378100

E-mail : info@schwingstetterindia.com

CIN: U45309TN1998PTC046270



Ref : SSI/HR/OL/PGET/2023/02

Date : March 10, 2023

**Ms. Sadia Ibrahim**

No.3102, 76th street,  
3rd main road, MMDA Mathur,  
Chennai - 600068

## Offer of Appointment

Dear Sadia Ibrahim,

With reference to the Campus drive written test and interview you had with us, we are pleased to offer as **“Post Graduate Engineer Trainee (PGET) – Research and Development”** placed at Irungattukottai, Chennai on mutually agreed terms and conditions of our company.

Your CTC will be **Rs.5,00,000/- per annum** as per the rules of the Company.

This offer is subject to being successfully completion of your Post Graduation Degree and being medically certified as fit by the company recommended medical Practitioner.

The date of joining will be on or before 31st July 2023. In case, you fail to join on the given date the offer will automatically stand cancelled. A formal appointment letter shall be given to you at the time of joining. Please send a copy of acknowledgement for our record and keep this letter as a token of your acceptance.

### Document required at the date of joining:

1. Aadhaar Card
2. PAN Card
3. Bank Passbook
3. Education Certificates: 10th, 12th & UG and PG Mark Sheet
4. Other Certificates as mentioned in your Resume
5. Passport size colour photo – 4 Nos.
6. Copy of Offer Letter

Yours faithfully,

For **SCHWING Stetter (India) Private Limited,**

**Ezhilvel S**

**Senior Vice President – HR**

Branches - Ahmedabad, Bangalore, Bhubaneswar, Cochin, Coimbatore, Guwahati, Hyderabad, Indore, Jaipure, Kolkata, Lucknow, Mohali, Mumbai, Nagpur, New Delhi, Patna, Pune, Raipur, and Vizag





**IndiaMART InterMESH Ltd.**

Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

## **Letter of Intent-Final Placement**

**Date: December 22, 2022**

Dear Praven kumar K A,

We are pleased to make an offer to you with IndiaMART InterMESH Ltd.as follows:

**Position-Executive–Client Servicing (FSF)**

**CTC- 4,00,000/-LPA**

**Location–Pan India**

An offer letter will be issued to you post successful completion of your documentation.

In order to facilitate the above, you are required to submit the documents listed in the Annexure.

Kindly sign and return a copy of this letter as a token of your acceptance.

Yours Sincerely

Prerna Haleja

A handwritten signature in blue ink, appearing to read 'Prerna', on a light-colored background.

AVP-Human Resources



**IndiaMART InterMESH Ltd.**

Assotech Business Cresterra, Plot No.22,  
Tower 2, Floor No.6, Sector - 135, Noida,UP  
Call Us: +91 - 9696969696  
E: [customercare@indiamart.com](mailto:customercare@indiamart.com)  
Website: [www.indiamart.com](http://www.indiamart.com)

**Documents required for issuing the offer letter**

We request you to send the below listed documents at [neha4@indiamart.com](mailto:neha4@indiamart.com) as they are mandatory for our records and are necessary for the completion of joining formalities so that we can issue the offer letter to you.

1. PAN Card(*Please apply if you do not possess one and share acknowledgement with us*)
2. Aadhar Card ( *Please apply if you do not possess one and share acknowledgement with us*)
3. Valid Driving License and 2-Wheeler RC
4. 10<sup>th</sup>Marksheet
5. 12<sup>th</sup>Marksheet
6. All semester wise marksheet for Graduation (*in case of any backlog, please share all marksheets*)
7. All semester wise marksheet for Post-Graduation
8. No Objection Certificate from College/Institutor Provisional Degree
9. Laptop Declaration Form

Note: LOI have been shared to you basis of information shared by you at the time of interview, however if any discrepancy found during the document check/joining offer stand void

Should you have any queries, please feel free to contact Ms.Neha Bhargava@9871599987

I accept the terms conditions of this offer

(Candidate's Signature)

Name and Date



Feb 1, 2023

Mujibu Rahman Anvar Siddick  
Bangalore

## PRIVATE AND CONFIDENTIAL

### Internship Offer Letter and Terms and Conditions of Internship

Dear **Mujibu Rahman**,

We are pleased to offer you an internship with PricewaterhouseCoopers Service Delivery Center – (Bangalore) Private Limited (“Company” or “PwC AC Bangalore”).

Your work location will be **Bangalore**. Reporting lines and location are subject to change depending on business requirements.

If you accept this offer, your commencement date with us will be on **16 March, 2023** or such other date as may be communicated by us to you in writing (“Internship Commencement Date”). Your Internship end date will be on **16 August, 2023**. You are being offered a fixed stipend of INR.35,000/- per month **Thirty Five Thousand Only**.

#### Other Terms:

1. **Internship Agreement:** Once you accept this offer, you will be required to sign an internship agreement (“Internship Agreement”), the format of which is attached to this offer letter (“Offer Letter”). Your internship with the Company will be on the terms of this Offer Letter and the Internship Agreement until the end of your internship with the Company in accordance with the Internship Agreement.
2. **Working Hours:** You will be required to work, for such hours as are reasonably necessary to meet the Company’s requirements, in a variety of locations and for proper discharge of your duties. The working hours will be consistent with Company’s policies and will include such reasonable working hours as might be required for performing your duties competently and to meet the Company’s requirements. You hereby agree and volunteer to work during the night shift, as and when the Company feels that your services are required. You confirm that you have no objection whatsoever to work during the night shift, as per the Company’s policies.
3. **Taxation:** Your stipend has been stated gross of tax. You will be responsible for all applicable Indian taxes on your stipend,. In the event that you have sources of income or expense outside of your internship with the Company, you are responsible for ensuring adherence to the tax laws on those matters as well.
4. **Termination Notice:**
  - a. Your internship in the Company is subject to satisfactory verification of your certificates, testimonials and personal particulars/credentials. The Company reserves the right to conduct a background check (including criminal history record search, education and employment; and personal details verification) conducted on you directly or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the biodata with the Company or in the declarations made by you in this Offer Letter and/or the Internship Agreement, your internship is liable to be terminated forthwith without any notice or any further compensation from the day such discrepancies are identified.
  - b. Company retains the right to terminate your internship, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, not clearing background verification, any non-compliance, indulging in unethical practices, misconduct, fraud or misappropriation of funds or breach of any terms of service or any policy of the Company  
As such the Company may terminate your internship on an immediate basis for any of the following conduct on your behalf effective immediately.
    - i. acts of fraud, dishonesty or misconduct involving moral turpitude;
    - ii. commission or conviction of any criminal offence;
    - iii. engagement in any activity that you know or should know could harm the business or reputation of the Company;
    - iv. material failure to adhere to the Company’s corporate codes, policies or procedures;



- v. continued failure to meet performance standards as determined by the Company;
- vi. a breach or threatened breach of any material provision of this Offer Letter or the Internship Agreement if it is not cured to the Company's satisfaction within a reasonable period after the Company provides you with notice to your address on the Company's records of the breach; provided that no notice and cure period will be required if the breach cannot be cured;
- vii. violation of any statutory, contractual, or common law duty or obligation to the Company, including without limitation the duty of loyalty.

In case of termination on account of any of the above reasons you will only be entitled to earned and unpaid stipend through the effective termination date.

(c) The Company may also terminate your internship for reasons other than those specified above or for no reason, effective upon a prior written notice of at least 15 days. In the event that the effective date of your termination is less than 15 days, you will receive payment of the net amount of stipend you are entitled to in lieu of the remaining notice period less any deductions or withholdings, as required by law.

(d) You agree to provide the Company with a prior written notice of at least 15 days if you wish to terminate your internship, which shall be effective at the end of the notice period unless agreed otherwise.

5. **Return of Property:** Upon termination of internship, you will be required to return all property (including but not limited to keys, records, notes, data, computer discs or tapes, memoranda, business cards, security passes and equipment) which is held in your possession, custody or under your control, belonging to or relating to business affairs of the Company.
6. **Acknowledgement:** You acknowledge that your joining the Company as an Intern will not breach any agreement relating to internship or the provision of services to which you are or have been a party.

The Company may amend or discontinue any of its plans, programs, policies and procedures at any time for any or no reason with or without notice to the extent permitted by law.

This Offer Letter and the annexures appended hereto form an integral part of the Offer Letter. Nothing in this Offer Letter or any annexures thereto shall be construed as creating an employer-employee relationship between the Company and you. Notwithstanding anything contained in this Offer Letter, you will not have a right to employment with the Company.

7. To indicate your acceptance and agreement with all the terms of this Offer Letter and the attachments including the Internship Agreement, please share the signed copy of the Offer Letter, no later than **04 February, 2023**. It is clarified that the Internship offer made to you under this Offer Letter will automatically lapse on **04 February, 2023** and will no longer be valid if we do not receive your signed acceptance of the Offer Letter. It is further clarified that the Internship offer under this Offer Letter is contingent upon you joining the services of the Company on the Internship Commencement Date. The Internship offer made to you under this Offer Letter, will be deemed withdrawn on your failure to join the services on the Internship Commencement Date.

**Mujibu Rahman Anvar Siddick**, we are excited about having you intern with us. On behalf of the PwC AC Bangalore team, we hope you find these terms and conditions suitable. If you have any questions about the contents of this letter, please do not hesitate to contact [us\\_advisory\\_ac\\_india\\_hc\\_operations@pwc.com](mailto:us_advisory_ac_india_hc_operations@pwc.com).

Yours truly,  
For PricewaterhouseCoopers Service Delivery Center (Bangalore) Pvt. Ltd

*Jatin Vijay*  
Jatin Vijay (Feb 1, 2023 14:09 GMT+5.3)

Authorized Signatory  
Date: Feb 1, 2023

I, **Mujibu Rahman Anvar Siddick**, accept the offer and terms of internship as detailed in this letter and the attached Internship Agreement.

*Mujibu Rahman A*  
Mujibu Rahman A (Feb 2, 2023 19:39 GMT+5.3)  
Date: Feb 2, 2023





## INTERNSHIP AGREEMENT

This Agreement (“**Agreement**”) is between **PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“Company” or “PwC AC Bangalore”)** and **Mujibu Rahman Anvar Siddick (“You” and all similar references)**.

### 1. Definition

- (a) “**Cessation Date**” means the effective date of cessation of your internship with PwC AC Bangalore.
- (b) “**Offer Letter**” means the internship offer letter dated **Feb 1, 2023** by which you were offered internship with PwC AC Bangalore and was accepted by you on **Feb 2, 2023**.

### 2. Internship

- (a) You accept the internship on the terms of the Offer Letter and this Agreement along with the exhibits thereto until the end of your internship with PwC AC Bangalore on the Cessation Date or in accordance with clause 4 of the Offer Letter.
- (b) By signing this Agreement, you agree to:
  - (i) Devote your time and effort to PwC AC Bangalore’s business and refrain from providing services to any other third party outside of the interests of PwC AC Bangalore or any of its subsidiaries;
  - (ii) Abide by all policies of PwC AC Bangalore, current and future, including but not limited to the Equal Opportunity policy attached as Exhibit A and the Anti-Harassment policy attached as Exhibit B to this Agreement;
  - (iii) Abide by the Confidentiality and Intellectual Property Agreement attached as Exhibit C to this Agreement; and
  - (iv) Abide by the terms of the Consent Form concerning personal data attached as Exhibit D to this Agreement.
  - (v) Work on any project to which you are assigned, unless there is a justifiable reason not to do so.
- (c) You also confirm that you are not currently bound by any agreement that could prohibit or restrict you from interning with PwC AC Bangalore or from performing any of your duties under this Agreement.

### 3. Stipend

As of the commencement of your internship, PwC AC Bangalore will pay you a stipend as specified in the Offer Letter, less required and authorized withholdings and deductions. It is clarified that you are joining PwC AC as an intern and merely receiving a Stipend does not entitle you to the other benefits available to the Employees.

### 4. Covenants

While interning with PwC AC Bangalore, and for 6 months after your Cessation Date you shall not directly or through anyone else solicit, employ or retain any current employee of PwC AC Bangalore to perform Consulting Services. You agree that these obligations protect PwC AC Bangalore’s legitimate interests without unreasonably restricting your ability to earn a living after leaving PwC AC Bangalore.

### 5. Entire Agreement

This Agreement and the Offer Letter forms the entire agreement between you and PwC AC Bangalore regarding these matters and supersede any verbal and written agreements on such matters. In the event of a conflict between the main body of this Agreement or the Offer Letter and the Exhibits, the main body of the Agreement or the Offer Letter shall take precedence. This Agreement may be modified only by written agreement signed by you and the Authorized Signatory of PwC AC Bangalore or their designee, provided that the policies of the Company may be amended at any time for any or no reason with or without notice to the extent permitted by law.

### 6. Severability

- (a) If any provision of this Agreement is held invalid or unenforceable for any reason, the invalidity shall not nullify the validity of the remaining provisions of this Agreement.
- (b) If any provision of this Agreement is determined by a court or arbitration panel to be unenforceable by reason of being overly broad in duration, geographical coverage or scope or unenforceable for any other



reason, such provision will be narrowed so that it will be enforced as much as permitted by law.

**7. Waiver**

Any party's waiver of the other party's breach of any provision of this Agreement shall not waive any other right or any future breaches of the same or any other provision.

**8. Choice of Law & Jurisdiction**

All disputes arising out of or in connection with this internship letter or any breach thereof or any claims arising in connection with such breach or dispute shall be governed by laws of India and be subject to jurisdiction of Courts at Bangalore, India.

**9. Assignment and Beneficiaries**

This Agreement only benefits and is binding on the parties and their permitted assigns provided that you may not assign your rights or duties under this Agreement without the express prior written consent of the other parties. PwC AC Bangalore may assign any rights or duties that it has, in whole or in part, to its affiliates and subsidiaries without your consent.

**10. Counterparts**

For convenience of the parties, this Agreement may be executed in one or more counterparts, each of which shall be deemed an original for all purposes.

**11. Survival**

Clauses: 2, 4 through 10 and Exhibits C and D shall survive termination of this Agreement or your Internship for any reason whatsoever.

The parties to this Agreement state that they have read, understood and agree to be bound by this Agreement.

**For PricewaterhouseCoopers Service Delivery Center (Bangalore) Private Limited**

*Jatin Vijay*  
Jatin Vijay (Feb 1, 2023 14:09 GMT+5.5)

---

**Authorized Signatory**

Date: Feb 1, 2023

Employee

*Mujibu Rahman A*  
Mujibu Rahman A (Feb 2, 2023 19:39 GMT+5.5)

---

**Mujibu Rahman Anvar Siddick**

Date: Feb 2, 2023



## EXHIBIT A

### Equal Opportunity Policy

It is the policy of PwC AC Bangalore and its group of companies to provide equal opportunity for all applicants, interns and employees. PwC AC Bangalore does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected classification. PwC AC Bangalore also makes reasonable accommodations for disabled employees and interns. An intern who believes he or she has a disability and requires an accommodation should inform their Human Resources Manager so that the intern's request can be evaluated. PwC AC Bangalore prohibits the harassment of any individual and further prohibits the harassment of any individual based on any of the aforementioned legally protected classifications. Unlawful discrimination or harassment shall not be tolerated by PwC AC Bangalore.

This policy applies to all areas of internship including, but not limited to, recruitment, recruitment advertising and/or other communications media, rates of pay and other compensation.

Each intern is required to abide by this policy and assist with its enforcement. Violation of this policy will result in disciplinary action, up to and including termination of internship. If an intern believes that he/she has been unlawfully discriminated against in an internship-related matter, please direct your concerns to **the Director - HC** the Equal Employment Opportunity coordinator for PwC AC Bangalore. A prompt and thorough investigation shall be conducted and a determination made as to the appropriate management response. Full cooperation by each employee or intern asked to assist during an investigation is required and no reprisals shall result from the reporting or assisting in the investigation of, concerns related to this policy. Concerns or complaints of any retaliation should be directed to **the Director - HC** immediately.



## **EXHIBIT B**

### **Anti-Harassment Policy**

PwC AC Bangalore and its group of companies prohibits sexual or other unlawful harassment of its employees, interns, vendors, clients or applicants, whether engaged in by company personnel, clients, customers, vendors, or others. This policy also prohibits actions that are based on an employee's or other person's submission to or rejection of unwelcome sexual advances or other behavior prohibited by this policy. This policy applies at PwC AC Bangalore facilities and at other locations where our employees including interns conduct business or socialize, such as client sites or at company or client sponsored business and social functions including homes of the interns during a work from home setup and all interns are to adhere to this policy even in the course of online meetings, virtual socialization activities and/ or engaging in informal conversations during a work from home setup.

Sexual harassment is viewed as a form of conduct that undermines the integrity of the employment or internship relationship, as the case may be. For the purposes of this policy, sexual harassment is defined as sexual behavior that is unwelcome, is personally offensive, and/or creates a hostile, intimidating or offensive work environment. PwC AC Bangalore will not tolerate sexual harassment by anyone – supervisors, interns, employees, vendors, or clients.

#### **Some examples of sexual harassment are:**

- Unwelcome or unwanted sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other similar physical contact considered unwelcome by another individual.
- Requests or demands of sexual favors. This includes subtle or blatant expectations, pressures, or requests of any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment or internship, as the case may be.
- Verbal abuse or kidding that is sex-oriented and considered unwelcome by another person. This includes comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted or considered offensive by others; or any other tasteless, sex-oriented comments, innuendoes, or offensive actions.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attention.
- Possession in the workplace or display of sexually suggestive objects or pictures; emails, internet sites, or other correspondence with sexually suggestive content.
- Tangible employment or internships- related decisions made because of or influenced by an individual's compliance with or refusal to comply with sexual demands.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

This policy also expressly prohibits behavior that harasses an intern, employee or applicant on the basis of his or her race, color, creed, religion, age, gender, national origin, citizenship status, marital status, sexual orientation, disability, or other category protected by Central, State, or local law. Forms of such harassment can include physical, verbal and nonverbal behavior that harasses, disrupts, or interferes with an intern or employee's work performance or in any way creates or contributes to an intimidating, hostile or offensive work environment. This behavior includes, by way of example only, epithets, slurs, off-color jokes, threats, or posters, cartoons, emails, or drawings that are insulting, degrading, derogatory or ridiculing of one based on his or her protected status.

Behavior prohibited by this policy often can occur without the knowledge of others and what one may regard as offensive, another may not. For the Company to effectively implement this policy, all persons must respond to and report behavior that violates this policy. Cooperation in preventing this type of conduct is essential.



If you believe that you have been subjected to inappropriate sexual or other behavior, you should immediately tell the offender that his or her behavior is offensive and must cease. If such a direct approach is ineffective or impractical under the circumstances, you must report such behavior to one of the persons identified below. If you have reason to believe that another intern or employee of the Company has been subjected to or has engaged in behavior that violates this policy, you should also immediately inform one of the individuals identified below.

The Internal Committee ("IC") duly constituted by PwC AC under applicable law is available to investigate, promptly and thoroughly, any such complaint or report of inappropriate behavior. Complaints and investigations will be handled in a confidential manner consistent with the need to investigate and take corrective action.

If you are aware of conduct by anyone – including those at any level – that may be unethical, illegal or inconsistent with PwC's Code of Conduct, Our Standards, values or policies – help is available. Talk to your Human Capital Team (HR) representative. You can also report your concerns to the Ethics Helpline, anonymously if you prefer at Bangalore/Hyderabad/Kolkata/Mumbai AC: 000-800-100-1555.

In response to a meritorious complaint, PwC AC Bangalore will as necessary or appropriate, take disciplinary action against anyone found in violation of this policy, up to and including termination of employment or internship, as the case may be.

Every employee or intern may access this confidential system without fear of reprisal. This policy also prohibits retaliation against anyone who in good faith complains under this policy or participates in an investigation. Full cooperation by each intern or employee asked to assist during any investigation pursuant to this policy is required. Complaints of retaliation (actual, threatened or feared) also should be directed to one of the members of the IC mentioned above.



## EXHIBIT C

### Confidentiality and Intellectual Property Agreement

As a material part of the consideration for my internship with PwC Service Delivery Center – Bangalore Private Limited and the stipend that I shall receive during my internship, I acknowledge and agree that, by my signature on the document to which this Confidentiality and Intellectual Property Agreement (“CIPA”) is attached as an exhibit, I also agree to this CIPA’s terms:

#### 1.

(a) I will, both during my internship with PwC AC Bangalore and thereafter, hold in confidence and not directly or indirectly reveal, report, publish, disclose, transfer or otherwise share or make any Proprietary Information (as defined below) accessible, to any person or entity, or utilize any Proprietary Information for any purpose, except in the course of my work for PwC AC Bangalore’s sole benefit. In addition, I will not remove, reproduce, transmit, summarize or copy any Proprietary Information except as expressly required by PwC AC Bangalore to enable me to perform my duties. I understand that this Section 1 is effective as of the commencement of my internship with PwC AC Bangalore or the date I acquired knowledge of any Proprietary Information, whichever is earlier.

(b) I will not knowingly use for the benefit of, or disclose to any person employed or engaged by, PwC AC Bangalore confidential information of any of my former employers or of any other third party or otherwise knowingly infringe or misappropriate any proprietary right of any third party. I represent and warrant that no contract, agreement or other obligation between or among me and any third party will interfere in any manner with my complete performance of my duties to PwC AC Bangalore or with my compliance with the terms and conditions of this CIPA. Without limiting the foregoing, I (have / have not) signed an agreement with [·], a previous employer or other entity, relating to inventions and confidential information. I (can/cannot) furnish PwC AC Bangalore with a copy of said agreement.

(c) “**Proprietary Information**” as used in this CIPA means all information or material disclosed to or known to me as a consequence of my internship with PwC AC Bangalore or any affiliate of PwC AC Bangalore (“**affiliate**” includes without limitation, for purposes of this CIPA, subsidiaries and other related entities of PwC AC Bangalore), including, without limitation, third party information that PwC AC Bangalore treats as confidential and any information disclosed to or developed by me or embodied in or relating to works for hire. Proprietary Information includes, but is not limited to discoveries, ideas, inventions, concepts, software in various states of development and related documentation, designs, drawings, specifications, techniques, methodologies, models, data, source code, object code, documentation, diagrams, flow charts, research, development, processes, training materials, templates, procedures, “know-how,” tools, client identities, client accounts, web design needs, client advertising needs and history, client reports, client proposals, product information and reports, accounts, billing methods, pricing, data, sources of supply, business methods, production or merchandising systems or plans, marketing, sales and business strategies and plans, finances, operations, and information regarding employees, interns or any person engaged by PwC AC Bangalore in any capacity and other similar information (whether or not reduced to writing). Notwithstanding the foregoing, information that is publicly known and is generally employed by the trade at or after the time I first learn of such information (other than as a result of my breach of the CIPA), shall not be deemed part of the Proprietary Information.

#### 2.

(a) All Works (as defined below) shall belong exclusively to PwC AC Bangalore and/or its affiliates, as the context may require whether or not fixed in a tangible medium of expression. Without limiting the foregoing, to the maximum extent permitted under applicable law, all Works shall be deemed to be “works made in the course of your internship with the PwC AC Bangalore” or “works made for hire”, under Section 17 of the Indian Copyright Act, 1957 (as amended from time to time) and PwC AC Bangalore shall be deemed to be the author thereof. If and to the extent any Works are determined not to constitute “works made for hire,” or if any rights in the Works do not accrue to PwC AC Bangalore as a work made for hire, I hereby irrevocably assign and transfer to PwC AC Bangalore to the maximum extent permitted by law all rights, title and interest in the Works, including all copyrights (including moral rights), patents, trade secret rights, and other proprietary rights in or relating to the Works. To the extent my moral rights cannot be assigned, I hereby irrevocably and expressly waive them and agree not to assert any claims based on such rights against PwC AC Bangalore or its affiliates. Without limiting the foregoing, I hereby irrevocably assign and transfer to PwC AC Bangalore all economic rights to the Works, including the rights to reproduce, manufacture, use, adapt, modify, publish, distribute, sublicense, publicly perform and communicate, translate, lease, sell, offer for sale, import, export and otherwise exploit the Works. I shall have no right to exercise any rights to the Works.



Without limiting the foregoing, I will not have the right to and will not reproduce, adapt, modify, publish, distribute, sublicense, publicly perform or communicate, translate, lease, import or otherwise exploit the Works, except as expressly authorized by PwC AC Bangalore in the scope of my internship. I expressly acknowledge and agree that I wish to remain anonymous and not to have my name or any pseudonym used in connection with the Works. I hereby approve any and all modifications, uses, publications and other exploitation of the Works that PwC AC Bangalore or any successor or transferee thereof may elect to make, and I expressly agree that no such modifications, uses, publications or exploitations will or may cause harm to my honor or reputation. I agree that no modification, use or publication of the Works by PwC AC Bangalore or any successor or transferee thereof will be deemed to constitute a distortion or mutilation of the Works. PwC AC Bangalore shall have the unrestricted right to transfer and convey any or all of PwC AC Bangalore's rights in or relating to the Works to any person or entity.

(b) I understand that the CIPA is not intended and shall not be interpreted to assign to or invest in PwC AC Bangalore any of my rights in any inventions developed entirely on my own time without using PwC AC Bangalore's equipment, supplies, facilities, resources, or trade secret information, except for those inventions that either relate at the time of conception or reduction to practice of the inventions to the business of PwC AC Bangalore or the actual or demonstrably anticipated research or development of PwC AC Bangalore, or result from any work that I performed for PwC AC Bangalore..

(c) I will keep and maintain adequate and current written records of all inventions, original works of authorship, trade secrets or other Works in which rights vest in or are assigned to PwC AC Bangalore hereunder. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by PwC AC Bangalore. The records will be available to and remain the sole property of PwC AC Bangalore at all times.

(d) I will provide any assistance reasonably requested by PwC AC Bangalore to protect its proprietary and intellectual property rights, including, to obtain Indian or foreign letters patent and copyright registrations covering inventions, original works of authorship and other Works belonging or assigned hereunder to PwC AC Bangalore. I will execute any transfers of ownership of letters patent or assignments of copyrights or other proprietary rights transferred or assigned hereunder (including short form assignments intended for recording with the Indian, U.S. or any other foreign copyright and patent authorities, or any other entity). I understand that my obligations under this Section shall survive any termination of this CIPA or of my internship in perpetuity, provided that PwC AC Bangalore will compensate me at a reasonable rate for time actually spent performing such obligations at PwC AC Bangalore's request after such termination. If PwC AC Bangalore is unable for any reason whatsoever, including my mental or physical incapacity, to secure my signature to apply for or to pursue any application for any United States or foreign letters patent or copyright registrations or on any document transferring or assigning any patent, copyright or other proprietary right that I am obligated hereunder to transfer or assign, I hereby irrevocably designate and appoint PwC AC Bangalore and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf and in my stead to execute and file any such applications and documents and to do all other lawfully permitted acts to further the application, registration, prosecution and issuance of letters patent or copyright registrations or transfers or assignments thereof or of any other proprietary rights with the same legal force and effect as if executed by me. This appointment is coupled with an interest in and to the inventions, works of authorship, trade secrets and other Works to which any proprietary rights may apply and shall survive my death or disability.

(e) "**Works**" means:

I. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during my internship with PwC AC Bangalore (which term includes, for purposes of this entire definition, any affiliate of PwC AC Bangalore), or which I conceived, developed, discovered, or made in whole or in part during my internship or relationship with PwC AC Bangalore, and that relate to the business of PwC AC Bangalore or its actual or demonstrably anticipated research or development,

II. any inventions, trade secrets, ideas or original works of authorship that I conceive, develop, discover or make in whole or in part during or after my internship with PwC AC Bangalore, or which I conceived, developed, discovered, or made in whole or in part during my internship or relationship with PwC AC Bangalore, and which are made through the use of any of PwC AC Bangalore's or any PwC AC Bangalore's predecessors' equipment, facilities, supplies, trade secrets or time, or which result from any work that I perform or performed for PwC AC Bangalore, and any part or aspect of any of the foregoing.

III. For purposes of Sections 2(a), (b), (c) and (d) of this CIPA, the term PwC AC Bangalore shall mean

- a. PwC AC Bangalore for any period of time during which I intern with PwC AC Bangalore and
- b. any affiliate of PwC AC Bangalore for any period of time during which I interning or engaged with such affiliate.



3. I will return immediately to PwC AC Bangalore all property of PwC AC Bangalore and its affiliates (including without limitation all Proprietary Information, documents, notes and other work product) in my possession or control, including duplicates, when I leave my Internship or whenever PwC AC Bangalore may otherwise require that such Proprietary Information and other property be returned.

4. I will comply, and do all things necessary to assist PwC AC Bangalore to comply, with the laws and regulations of all governments under which PwC AC Bangalore does business, and with the provisions of contracts between PwC AC Bangalore and any such government or its contractors, or between PwC AC Bangalore and any private contractors, that relate to intellectual property or to the safeguarding of information, including the signing of any confidentiality agreements required in connection with the performance of duties during my internship with PwC AC Bangalore.

5. I understand that this CIPA is not intended to and shall not be construed to constitute an express or implicit contract of internship for a specific duration of time and that my internship is and will at all times remain at-will.

6. I understand and agree that the provisions of this CIPA shall remain in full force and effect in accordance with their terms notwithstanding any termination of my internship with PwC AC Bangalore for any or no reason.

7. The CIPA constitutes the entire agreement between PwC AC Bangalore and me with respect to the subject matter hereof and supersedes all prior and/or contemporaneous understandings, agreements or communications, whether oral or written, on such subject matter, provided that the provisions of any other written agreement between PwC AC Bangalore and me shall remain in full force and effect in accordance with its terms.

8. The CIPA shall be governed by and construed and enforced in accordance with the laws of India.

9. The CIPA may not be amended or modified except by a written document signed by me and a duly authorized representative of PwC AC Bangalore. The waiver of any right hereunder shall not be binding unless set forth in writing signed by the waiving party, and shall not bar the exercise of any other right or of the same right on any other occasion.

10. The CIPA shall be binding upon and inure to the benefit of PwC AC Bangalore and its affiliates, successors and assigns, and I understand that I may not assign my rights or delegate my obligations under this CIPA without the express prior written consent of PwC AC Bangalore. Without limiting the foregoing, the rights of PwC AC Bangalore hereunder may be assigned in whole or in part without my consent to any of PwC AC Bangalore's affiliates or to any other entity that, whether by merger or otherwise, acquires all or substantially all of the assets, business or stock of the office or branch in which I work.

11. If any provision of this CIPA is held invalid or unenforceable for any reason, the invalidity shall not affect the validity of the remaining provisions of this CIPA, and the parties shall substitute for the invalid provision a valid provision which most closely approximates the intent and economic effect of the invalid provision.

12. I acknowledge and understand that any breach by me of any of Sections 1, 2, 3 or 4 of this CIPA will cause PwC AC Bangalore and its affiliates to suffer irreparable harm for which damages are an inadequate remedy and are difficult to calculate. Accordingly, I agree that PwC AC Bangalore and its affiliates will be entitled, without limiting any other available legal or equitable remedies, to injunctive relief (without the need to post any bond or other security) to enforce the terms of the CIPA in whole or in part and to prevent any breach or threatened breach of any of those Sections.





## EXHIBIT D

### Consent Form

I acknowledge and agree that PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited and its affiliates or related bodies corporate want to develop a global human resources database in support of PwC AC Bangalore's legitimate business purposes.

These legitimate business purposes include, without limitation:

(a) the submission of proposals to clients and potential clients of PwC AC Bangalore;

(b) the compilation of directories;

(c) the organization of security procedures;

(d) The processing of stipend and the management of human resources.

I therefore understand and agree that PwC AC Bangalore hold, collect, receive, store, record, have access to, process and transfer personal information about myself ("**Personal Data**"), including, without limitation:

(a) Identification data such as my name, home address, telephone and fax number, personal email address, date of birth, social security number, citizenship, ID and passport number and/or other intern identification number, marital status;

(b) Internship-related data such as my stipend, job title, resumes, applications, copies of school, college and university diplomas, background verification information;

(c) financial information such as bank account numbers and tax related information; and

(d) Other information necessary to PwC AC Bangalore's legitimate business purposes, which I may voluntarily disclose in the course of my application and subsequent internship with PwC AC Bangalore.

I understand that, unless allowed or required by laws and/or regulations, PwC AC Bangalore does not, as a general rule, collect sensitive data, such as information about racial and ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual orientation and health information. I agree to the collection, use, disclosure, processing and transfer, including cross-border transfer, of such information.

I have viewed the Privacy Policy Statement ("**Statement**") available on the PwC myKcurve/Ethics & Compliance/Advisory International Subsidiaries – Our Standards site and have reviewed the statement and acknowledge that I am aware of its contents.

I understand and agree that relevant Personal Data are transferred or shared:

(a) Among PwC AC Bangalore affiliates for the purposes of, and in connection with, personnel administration, planning and management of my internship relationship with PwC AC Bangalore;

(b) with other individuals joining PwC AC Bangalore and using PwC on-line tools for on-boarding purposes; and

(c) To third parties assisting PwC AC Bangalore in the administration and management of my internship relationship with PwC AC Bangalore, including without limitation, payroll management companies, background verification providers and others that have entered into vendor program agreements with PwC AC Bangalore for the provision of their services to PwC AC Bangalore.

I also understand and agree that PwC AC Bangalore hold, collect, receive, store, have access to, use, disclose, process, and transfer Personal Data for purposes of its legitimate business interests and may do so even after my departure from PwC AC Bangalore either for a reasonable period of time or for the applicable statutory period.

I understand that the companies transferring my Personal Data and the recipients of my Personal Data, both PwC AC Bangalore affiliates and third parties, may be located in any country including any country outside of the India or my country of origin and/or residence.

I understand that PwC AC Bangalore or any third party to whom PwC AC Bangalore has transferred my Personal Data as stated above will be required to share my Personal Data with (a) Governmental authorities upon receipt of a request by PwC AC Bangalore or such third party from such governmental authority;



(b) any third party, if required under any applicable laws, rules or regulations.

I hereby consent to the collection, reception, possession, use, processing and transfer by PwC AC Bangalore of my Personal Data, in electronic or any other form, including transborder transfer of Personal Data, for the purposes and to parties described above.

I understand that I am responsible to, and may, at any time, review certain of my Personal Data, by accessing PwC AC Bangalore's web page and make any necessary amendments to it to ensure that my Personal Data is up to date, and that PwC AC Bangalore may not be held liable for any damages incurred by me as a result of PwC AC Bangalore's use, processing and transfer of inaccurate Personal Data provided by me.

I hereby consent to having modifications to my Personal Data done in electronic format rather than in writing. If, however, wherever this option is available to me, I choose to send any requests for modifications of my Personal Data to PwC AC Bangalore other than in the electronic format, I acknowledge and agree that delays can occur in the processing by PwC AC Bangalore of this written request for modification and that additional PwC AC Bangalore employees and/or agents may have to access certain of my Personal Data for that purpose.

I hereby authorize PwC AC Bangalore and the appointed agencies to use my photographs and the information provided by me for internship purposes, for any business activities and corporate social events.

I agree to promptly notify PwC AC Bangalore in writing of any change in my Personal Data or any unauthorized use or unauthorized disclosure of my Personal Data.

I understand that I may, at any time, withdraw the consents hereby given to the processing by PwC AC Bangalore and/or its agents of my Personal Data by notifying PwC AC Bangalore in writing of such withdrawal. As a result of my consent withdrawal, in certain cases, I may no longer be eligible for certain benefits currently provided to me by PwC AC Bangalore and/or the third parties selected by PwC AC Bangalore to render such services to the extent the Personal Data affected by my consent withdrawal was necessary to process my benefits.

I agree to abide by all policies of PwC AC Bangalore, including the Protection of Personal Data Policy as this Policy can be modified from time to time at PwC AC Bangalore's sole discretion.



## Exhibit E

### Past Employment Related Obligations

This is with reference to the Employment Offer Letter and Terms and Conditions of Employment issued to me by PricewaterhouseCoopers Service Delivery Center – Bangalore Private Limited (“**PwC AC**”), which were duly accepted by me and constitute my employment agreement with PwC AC (“**Employment Agreement**”).

I hereby represent, warrant, confirm and reiterate to PwC AC that I am currently not subject to any agreement, arrangement, understanding or legal obligation to any prior employer or other party which restricts or prohibits me from being employed by PwC AC or fully performing any of my duties under the Employment Agreement or engaging in any activity that I am required or expected to perform in connection with my employment with PwC AC. I have complied with all my post-termination obligations and will comply with continuing obligations with my previous employers and no person or entity has any claim against me.

I agree and undertake to keep in confidence all proprietary information, knowledge, or data acquired by me in any of my previous employments and refrain from disclosing the same to PwC AC, bringing it into PwC AC's premises, using it in the performance of my duties for PwC AC or inducing PwC AC to use the same.

I understand that I will be solely liable if any information or material disclosed or used by me during my employment with PwC AC infringes on any trademarks, copyrights, patents, or any other intellectual property of any previous employer or any other third-party or violates my continuing confidentiality obligations towards them. I agree to indemnify, protect and hold harmless PwC AC (including its directors, officers and employees) for any loss, damage or other liability incurred by it (including its directors, officers and employees) for any act done or omission on my part during my employment with PwC AC which is not in good faith or without exercise of due diligence, honesty and fairness and which is in breach of the provisions of this undertaking.

The undertaking constitutes an integral part of my employment terms with PwC AC and is to be read in conjunction with my Employment Agreement.

Mujibu Rahman A  
Mujibu Rahman A (Feb 2, 2023 19:39 GMT+5.5)

**Mujibu Rahman Anvar Siddick**



PRIVATE AND CONFIDENTIAL

Date: 07 Mar 2023

D Pavithra

OFFER LETTER

Dear Pavithra,

Subsequent to your meetings with Go Digit Life Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

- 1.1 You shall be appointed to the position of **Executive Trainee – Group Pricing**.
- 1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **Rs. 450,000/-** (Rupees Four Lac Fifty Thousand Only).
- 1.3 Your Gross Annual Compensation will include a performance-linked variable of **10.00%** subject to achievement of pre-defined targets.
- 1.4 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's policies and procedures and the Employment Agreement.
- 1.5 The Trainee Program will be for a period of **1 year** from your date of joining.
- 1.6 Your employment will also be dependent upon completion of your Graduation / Post Graduation as per the training programme.
- 1.7 Your employment with the Company is subject to:
  - (a) The accuracy of the testimonials and information provided by you; and,
  - (b) You being free from any contractual restrictions preventing you from accepting this offer and will return receipt of acceptance of this offer within 5 working days.
- 1.8 At any time, the contract may be terminated by either party by giving 90 days' notice in writing. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period.
- 1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is being issued subject to successful verification of all your documents submitted. As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us. We are excited at the prospect of having you join us and look forward to a rewarding association.

**Annexure A**  
**Compensation Entitlement Sheet**

	<b>Monthly</b>	<b>Annual</b>
Basic Salary	11,813	141,750
HRA	4,725	56,700
Education Allowance	200	2,400
LTA	984	11,808
Statutory Bonus	984	11,808
Special Allowance	12,676	152,116
<b>Gross Salary</b>	<b>31,382</b>	<b>376,582</b>
<u>Employer Contributions</u>		
EPF	1,800	21,600
ESI	0	0
Gratuity	568	6,818
<b>Fixed Compensation</b>	<b>33,750</b>	<b>405,000</b>
<b>Variable Pay</b>		<b>45000</b>
<b>Annual Cost to Company</b>		<b>450,000</b>

**Deductions:**

EPF	1,800	21,600
ESIC	0	0
PT Deduction	200	2,500
<b>Net Pay</b>	<b>29,382</b>	<b>352,482</b>

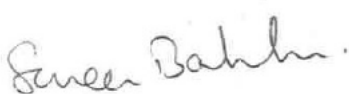
\*TDS deduction is subject to taxable income.

\*\*If your Annual Compensation includes a performance-linked variable then the payment will be subject to achievement of predefined targets. Variable pay shall be paid depending upon the performance of the employee and as per the company policies. Employee who has resigned or is serving his/her notice period, as on the date of payment, will not be eligible for payment of variable pay.

\*\*\* Eligibility for increment shall be depending upon the performance of the employee and as per company policies. Employee who has resigned or is serving his/her notice period will not be eligible for increment.

Sincerely,

**For Go Digit Life Insurance Limited**



**Sameer Bakshi**

**D Pavithra**



Date: 24-12-2022

**Subject: Offer of Employment**

Dear K Jayaharini,

Heartiest Congratulations to you!

HDFC Life is delighted to offer you the full-time position of Executive Trainee in our contingent upon your successful clearance of MBA/Post Graduate examination.

A detailed Compensation structure is enclosed here with (Annexure1) for your reference. An appointment letter along with the terms and conditions of employment will be issued to you after joining. **Your joining will be subject to your successful clearance of On-boarding Assessment post your pre-joining training.**

We are extremely excited to have you onboard. We are looking forward to receiving your acceptance of the offer on the duplicate copy of this letter. Please attach your resume and two passport size photographs with the same.

For & on behalf of  
**HDFC Life Insurance Company Limited**

A handwritten signature in cursive script that reads "Sushil".

**Sushil Chander**  
**Vice President – Human Resources**

Annexure 1

Date: 24-12-2022

Name: K Jayaharini

Designation: Executive Trainee

Band: J2

CTC STRUCTURE		
Components	Per Annum	Per Month
<b>(I) Fixed Pay</b>		
Basic	142,500	11875
House Rent Allowance	85,500	7125
Other Allowance	117,992	9833
Bonus	48,046	4004
<b>(II) Reimbursements</b>		
LTA	11,875	990
Fuel	21,600	1800
Mobile Handset	10,000	833
<b>Total Fixed Pay and Reimbursements</b>	<b>437,512</b>	<b>36,460</b>
<b>(III) Retirals</b>		
Provident Fund	21,600	
Gratuity	6,888	
<b>(IV) Valued Benefits</b>		
Group Insurance Benefit	9,000	
<b>Fixed Cost to Company (FCTC)</b>	<b>475,000</b>	

**Other Benefits (as per prevalent Company Policy):**

Group Term Insurance: Term cover of INR 12,00,000  
 Medclaim: INR2,00,000 for self and dependents



**CORIZO**

Empowering Tomorrow's Leaders

## OFFER LETTER

Date: 21/07/2023

Dear Mohammed Abraar AR,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with **Corizo Edutech**.

We take this opportunity in wishing you the very best in your new employment as well as advising you that our offer letter is on the following terms and conditions:

**1. Period of Service:** The **first three(3) months** of your employment will be probationary.

You shall, for the purpose of your employment with us, sign this offer letter for submission and approval of the management. You will be monitored for these three(3) months. **The first ten(10) days including the day of joining will be "On Job Training" or "Training Period" and will be unpaid.**

**2. Designation and Salary:** You shall be employed as a **Business Development Associate** with us and your benefits will be as follows:

**3. Remuneration:** For the duration of your probation period you will be eligible for a compensation of **25,000 INR** (of with **15,000 INR will be fixed** and **10,000 INR will be variable incentive**) per calendar month. (Excluding training period)

Please find the following confirmation of your employment.

**Probation Start Date: 02/08/2023**

**Probation End Date: 02/11/2023**

Your responsibilities will include those for which you are engaged, as well as any other duties given to you by your manager from time to time. By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms and clauses. You are also required to substantially use all your time and effort to perform these tasks during business hours and additional time if necessary.

During the probationary period, the company will have all the rights, to terminate your services without offering any reason and you are required to give 10 days' notice should you wish to terminate your offer before the end of your probation period.

By accepting this offer letter of employment, you acknowledge that you will keep all this information strictly confidential and refrain from using it for your own purposes, that is, disclosing it to anyone outside of the company. In addition, you agree that upon conclusion of your tenure, you will immediately return to the Company all its property, equipment and documents including electronically stored information.





## **Intellectual Property Rights**

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

## **Non Solicitation**

During your employment with Corizo Edutech and for an year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to Corizo Edutech. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

## **Breaches and violations**

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to terminate your employment and further legal actions will be taken.

By accepting this offer letter, you agree that throughout your employment, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the official Email of the HR only.**



To indicate your acceptance, please mail the signed and scanned soft copy of the Offer Letter and the documents as mentioned below to <[sahana@corizo.in](mailto:sahana@corizo.in)> **within 2 working days from the receipt of this mail.** The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

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

**Job Type:** Full-Time Employment (After Probation Period)

**Location:** Bangalore

**DOJ:** 02/08/2023

**Pay after Probation period:** CTC 4LPA + Incentive 2.5LPA

**Acceptance of the candidate:**

I have read and understood the above terms and conditions and I accept this offer, as set forth above with Corizo Edutech.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

1. Graduation Certificate-12th standard or equivalent examination mark sheet
2. Colour scanned copy of your photographs
3. Aadhar Card Scanned Copy.
4. PAN Card Scanned Copy.
5. Bank Account Details: Bank Name, Your Name as per Bank records
6. Account Number, IFSC Code.



BSA University placement &lt;placement@crestent.education&gt;

## L& T Technology Services M.Tech Interview Selects

**Aparna Yadav** <Aparna.Yadav@lts.com>  
To: Director - Placement & Training <placement@crestent.education>  
Cc: "campus.ta" <campus.ta@lts.com>

Fri, May 19, 2023 at 5:48 PM

Dear Placement Officer,

Greetings from LTTS!

We are pleased to inform you that below is the list of students who have been **selected** for the Engineer (Trainee) role at L&T Technology Services.

Remaining candidates are still in process we will be sharing the results soon for the remaining candidates.

Many Congratulations to the selected students!

**Request you to fill the below form by tomorrow 5 PM**

### [M. Tech Joining Availability - June Onboarding](#)

Request you to please share the **acceptance** of the selected candidate at the earliest.

Name	Mobile	Email	Gender	College	Specialisation
Vignesh P	9677788610	<a href="mailto:vigneshprakash123@gmail.com">vigneshprakash123@gmail.com</a>	Male	BSA Crescent IST	CAD/CAM

Regards,

**Aparna Yadav**

University Relations

**L&T TECHNOLOGY SERVICES LIMITED,**

L&T Campus, Gate No 3, AMN Tower,

JVLR, Powai, Mumbai – 400072.

**L&T Technology Services Ltd**

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

L&T Technology Services Limited (LTTS) is committed to safeguard your privacy. Read the appropriate [privacy notice](#) applicable to you to know more about how LTTS collects, uses and stores your personal data. Please visit our [privacy](#)

**Request for conducting placement - AVASOFT**

Nandhini &lt;nandhini@avasoft.com&gt;

Mon, Nov 21, 2022 at 1:29 PM

To: Director - Placement &amp; Training &lt;placement@crecident.education&gt;

Cc: Recruitment &lt;recruitment@avasoft.com&gt;

Hi Sir,

Please find the list of final selected candidates.

Name	Number	Mail ID
Harini Packirisamy	9344090865	harinipackirisamy@gmail.com
Snekha S	7338900623	snehasidhar@gmail.com - MCA
Hussain M Deesawala	9444518565	husain.m.deesawala52@gmail.com
Fathima Shaik	767590277	skfathima2442@gmail.com
Syed Sharukh S K	9361473254	syedsharukh645@gmail.com
Mohammed Riyas	9597863890	riyasmohammed0907@gmail.com
Harini M	9551812000	harubargavi2@gmail.com
Roopesh	9444748241	Roopesh.crescent@gmail.com
Sirajuddin.KS	8680886485	siraj.kamaluddin@gmail.com
Aaliya Khan	8355887875	2000aaliyakhan@gmail.com
Mohamed Faidh	9976750549	faidhmohamed001@gmail.com
Aabid Ahmed	6383274540	aabid21m@gmail.com
Noorul Sarfraz	6383023062	nnoorulsarfraz@gmail.com
Gokulram M	9566673270	muthugokgokul@gmail.com - MCA
Yeshwanth R	6380454161	yeshwanthrsankar@gmail.com
Faizan Ur Rahman E	8428566570	rahman10.faizan@gmail.com - MCA
Ashvika R	8610824506	ashvika2908@gmail.com
Venkateshan	9361279867	venkatesanr045@gmail.com

Surya Kandasamy	8838803010	<a href="mailto:suryak3735@gmail.com">suryak3735@gmail.com</a>
Kruba Sankar S K	9600094157	<a href="mailto:krubashankar15@gmail.com">krubashankar15@gmail.com</a>
Fathin Noushad	6238785175	<a href="mailto:fathin.noushad.4@gmail.com">fathin.noushad.4@gmail.com</a>
Abinaya P	9361622575	<a href="mailto:pjabi124@gmail.com">pjabi124@gmail.com</a>
Thasleem A	9025099525	<a href="mailto:thasleemthaslee2003@gmail.com">thasleemthaslee2003@gmail.com</a>
Shaik Rayyan	9150264458	<a href="mailto:srayyan2002@gmail.com">srayyan2002@gmail.com</a>
Mohamed Fazil	7868908435	<a href="mailto:fazilfaran795@gmail.com">fazilfaran795@gmail.com</a>
Hudaifa Fabin S S	9361026796	<a href="mailto:fabin.cubcads2018@gmail.com">fabin.cubcads2018@gmail.com</a> - MCA
Nandhini S	7338785642	<a href="mailto:nandhinisubramanis9@gmail.com">nandhinisubramanis9@gmail.com</a> - MCA
Mohammed Faraz Khan	9940368464	<a href="mailto:mohd.faraz.k@gmail.com">mohd.faraz.k@gmail.com</a> - MCA
Mohamed Arshath.A	8760098285	<a href="mailto:mohamedarshath555@gmail.com">mohamedarshath555@gmail.com</a>
Mohamed Shabbir J M	9360820224	<a href="mailto:jm.shabbir@gmail.com">jm.shabbir@gmail.com</a>
Usman Ali M	9176218107	<a href="mailto:ua568351@gmail.com">ua568351@gmail.com</a> - MCA
Kavin Santhosh	9360509799	<a href="mailto:kavinsanthosh1306@gmail.com">kavinsanthosh1306@gmail.com</a>
Shaik Malik M	7200972793	<a href="mailto:shaikmailk.web@gmail.com">shaikmailk.web@gmail.com</a> - MCA
Mohammed Thaqi C	7845014181	<a href="mailto:cmthaqi@gmail.com">cmthaqi@gmail.com</a> - MCA
Aswini Anbudurai	8925311517	<a href="mailto:aswinianbudurai@gmail.com">aswinianbudurai@gmail.com</a>
Kinlush G	8754653646	<a href="mailto:kinlushchristo33@gmail.com">kinlushchristo33@gmail.com</a>
Muhamed Maahir	6381349192	<a href="mailto:muhamedmaahir15@gmail.com">muhamedmaahir15@gmail.com</a>
Mohamed Asrar	9150590865	<a href="mailto:mohamedasrar2002@gmail.com">mohamedasrar2002@gmail.com</a>

MCA-9

Also the below mentioned people got selected as well, we would require the mail id of those people.

Supriya	9444347227
Anu Jayashree	7397633465
Mridhula J	9384038756
Karthikeya Sundararajan	9677043146

In case of any error in the mail id and phone number do let us know, since we will be moving forward with these mentioned phone number and mail id for further procedures.

Regards

Nandhini

**From:** Director - Placement & Training <placement@crescent.education>

**Sent:** Saturday, November 19, 2022 4:45 PM

**To:** Nandhini <nandhini@avasoft.com>

**Cc:** Jeyasree Sankaran <jeyasree.s@avasoft.com>; Recruitment <recruitment@avasoft.com>; HR Department <hr@avasoft.com>

**Subject:** Re: Request for conducting placement - AVASOFT

**CAUTION:** This email originated from outside of AVASOFT. Do not click links or open attachments unless you recognize the sender.

Dear Ms.Nandhini,

Greetings from BSA Crescent Institute of Science and Technology!

Please share the Selected students list. Looking forward to your favorable reply.

**For any clarifications, please contact Mr.Arun ( Placement Coordinator ) - 9176882682.**

**Thanks & Regards**

**Dr.Ganesh K**

**Director - Placement & Training, Industry Institute Partnership Cell (IIPC)**

**Office of Alumni Relations**

Nodal Resource Center Coordinator – SRC, IIT Bombay, MHRD, Govt. of India.

Member Committee - HR & IR Panel - FICCI ( Federation of Indian Chambers of Commerce and Industry - New Delhi)

Member Executive Committee - Manufacturing Panel - CII ( Confederation of Indian Industry)

Task Force Member - Chennai Infrastructure Panel - CII ( Confederation of Indian Industry)

Executive Member - Chennai HRD Forum - CII ( Confederation of Indian Industry)

B.S.A.Crescent Institute of Science & Technology (Deemed to be University)

"Seethakathi Estate",G.S.T Road | Vandalur | Chennai

Tamil Nadu - 600048.

Tel:- 044-22751347 / 48 / 50 Ext:232

Mobile:- +91 9962244626 / 795

E-mail : placement@crescent.education / directortpc@crescent.education

www.crescent.education