

APPOINTMENT LETTER

Dear Mr Santanu Banerjee,

We are pleased to inform you that you are hereby appointed as a “**Digital Marketing and Lead Generation Manager**” with effect from **3rd March 2021**, in our organization to be based at our office at *DL - 54, DL Block, Sector II, Bidhannagar, Kolkata, West Bengal 700091* as discussed and agreed upon under the following terms and conditions:

1. You will be entitled to a monthly salary of Rs. 26,500/- per month and other benefits as applicable to your category of employees, details of which are enclosed.
2. Your job functions and responsibilities will be explained and advised to you by your Departmental Head or any person nominated by him/her.
3. It is expected that you will discharge your assigned responsibilities with its highest standard of performance, quality, integrity, and discipline.
4. You will be on probation for a period of 6 months from the date of your joining. The probation period may be extended for such terms as may be

considered appropriate by the Management. Upon satisfactory

completion of your probation, your services will be confirmed by written order of the Company. (In probation period casual Leave will not be counted).

5. You shall, while in the services of the company, devote your full time and attention exclusively for the Company's work and responsibilities assigned to you. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains.

6. You shall be obliged to follow the work process, technical standards, protocols and general instructions issued thereof, and service rules of the Company as in force and/or amended from time to time.
7. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.
8. Taxes: Taxes will be deducted as per existing tax laws with additions/deductions.
9. In case you want to discontinue your service, you must serve 60 days prior written notice of your intension to do so.
10. In case the company wants to terminate your service, the company will provide you 15 days prior written notice.



REDDENSoft

THOUGHT. DELIVERED.

11. Working Hours:- You are required to abide by the company's working hours and carry out the duties as may be assigned from time to time. The working hours are from 09:00 am to 06:00 pm; Monday to Friday (if Company requires, you may have to come on Saturday).
12. About holiday list & Rules of the office:- you can get the details from your HR Manager or Office notice board.

We look forward to working together to build a successful business and career.

Your sincerely,

Dipak Tewary (CEO)
Reddensoft Infotech Pvt. Ltd.

Declaration : You are requested to sign this letter, signifying your acceptance of the same, for our records.

Date:

Name Santanu Banerjee

Place:

Signature

Santanu Banerjee

Beachwood School

Satyajit Ray Sarani, City Centre, Durgapur-713216

Phone No : 0343-2606556 / 9474999971

Affiliated to CBSE, Affiliation No. 2430237
(School Code : 15550)



ANKITA DUTTA

Designation : **Asst. Teacher**

Blood Group : **B +ve**

Contact No. : **8116222834**

Address : **4/11, Nibedita Place,
Benachity, Durgapur-713213**

@K.

Signature of Head Mistress



**KAZI NAZRUL UNIVERSITY
PROVISIONAL ADMIT**

OFFICE NO.:
KNU/M.Phil/
Urdu/2019/0001

M.Phil. EXAMINATION - 2019

NAME : ZUBAIDA KHATOON

SEX : FEMALE

SON/DAUGHTER OF : MD SAFRUDDIN

DEPARTMENT : URDU

NOTE

Do not change

- I. (a) Your roll no, or
(b) Name of the examination

All entries relating to : (1) Subjects (2) Name
(3) Regn. No. & Session.

ENROLMENT NO

KNU/MPhil/
URD/ 0001

SESSION

2018-19



Paper Name

1. Research Methodology
(MPHILURDC101)

2. Book Review (MPHILURDC102)

3. Computer Application
(MPHILURDC103)

Zubaida Khatoon
Signature of the Examinee

[Signature]
Controller of Examinations



JSW Cement

JSW Cement



MEGHNA BHUI

5097503

Blood Group: A+

L. L. H.

Issuing Authority

NORTH EAST MANAGEMENT CONSULTANTS PVT. LTD.
Vill.- MUSIANG LAMARE (OLD)
KHLIEHRIAT
Dist. - EAST JAINTIA HILLS
JOWAI - 793200

Payslip for August --2022

Code	: 20310	Salary Days	: 31.00	PF No	: NESHG1595528000/010286
Name	: RAJESH NEMU	Prion Days	: 31.00	UAN No	: 101649385825
Designation	: ASST. GEOLOGIST MINES	Absent Days	: 0.00	ESI No	: N.A.
Office	: NEMCPL PLANT OFFICE	Leave Days	: 0.00	Bank A/C	: 31904116907
Depart	: MINES	EnCashd	: 0.00	L.W.P.	: 0.0
Grade	: E7			O.T. Hours	: 0.0

Earnings	Amt ()	Deductions	Amt ()
BASIC	13809.00	PF	1800.00
HRA	6905.00	FOODING	1548.00
WASHING ALLOWANCE	690.00		
OTHER ALLOWANCE	1381.00		
PERSONAL ALLOWANCE	1522.00		
TRANSPORT ALLOWANCE	0.00		
REMOTE AREA ALLOWANCE	200.00		
MEDICAL ALLOWANCE	1150.00		
LTA	1150.00		
Gross Pay :	26807.00	Deduction :	3348.00
		Net Pay :	23459.00

This is Computer generated payslip. Hence,signature doesnot required.



Niladri Karmakar

Blood Group : B+

Emergency Contact Number

7384939351

ID# BCD106

Date of Joining

01/06/2022

ECOSPACE BUSINESS PARK,
6th Floor, Unit no: 604, Tower-4A,
11F/12 Action Area III, New Town, Kolkata 700160

Registered Office
ASO 306, South Wing, Astra Towers,
2C/1 Action Area II C, Rajarhat, Kolkata - 700161



Contract of Employment

September 28, 2021

Ekta Shukla
8/1 North Avenue, A-Zone,
Paschim Burdwan,
Durgapur-713204

Dear Ekta,

GOC Services India Private Limited ("Company" or "GOC") is pleased to offer you employment as Customer Support Senior Associate with the Company on the following terms and conditions. This offer and your continued employment is conditional upon you

- (i) demonstrating that you have a valid right to work in India at all times during your employment and maintaining in force any necessary visas, permits, registrations or licences to enable you to lawfully work for the Company in India;
- (ii) successfully completing all background checks required by the Company from time to time, including criminal checks and verification of your employment history;
- (iii) providing satisfactory written evidence, on request, that you have obtained all relevant qualifications (including relevant educational qualifications) required for the role;
- (iv) you reporting for work as instructed by GOC on the Commencement Date, as defined below; and
- (v) at least 10 working days prior to the Commencement Date (a) providing a copy of your Aadhaar card and PAN card to the Company or (b) furnishing to the Company a copy of an application made by you to the relevant authorities to obtain such cards.

The Company reserves the right to withdraw this offer (before the Commencement Date, as defined below) or terminate your employment (if you have already commenced work) if you are unable to meet any of the above conditions, including if any data provided as a part of the background checks is found to be factually incorrect, or if any of the checks are found to be unsatisfactory in the Company's sole discretion, or if the Company finds that you have not provided information relevant for the checks.

For Google Services India Private Limited
By

A handwritten signature in blue ink, appearing to read 'Sachin Pande', is written over a horizontal line.

Sachin Pande
HR Business Partner Senior Manager, GOC

AGREED AND EXECUTED

DocuSigned by:

A blue curved line representing a digital signature, starting from the left and ending at the right, with the name 'Ekta Shukla' written in small text above it.

02762EF34F3045A...

Ekta Shukla
Date: September 28, 2021



CONTRACT OF EMPLOYMENT

This contract of employment ("Agreement") is made and entered into between GOC Services India Private Limited, with its registered place of business at Meenakshi Technova , Survey No: 116, 117, 119, 128/AA and 129 Road No. 2, Financial District, Nanakramguda Village, Serilingampally Mandal, Ranga Reddy District, Telangana 500032, and Ekta Shukla, of 8/1 North Avenue, A-Zone, Paschim Burdwan, Durgapur-713204 ("you")

1. Commencement and Term of Employment

1.a Your employment will commence on November 22, 2021, or such other date as agreed in writing by the parties ("Commencement Date").

1.b Subject to the Company's rights to terminate your employment pursuant to this Agreement or applicable law, the term of your employment is intended to be indefinite.

1.c You agree that if you do not report for work as instructed by GOC on the Commencement Date, this Agreement is void and will not commence.

1.d You will initially be on probation for a period of 180 calendar days from the Commencement Date and ending on May 21, 2022 ("Probationary Period"), after which your performance and conduct will be reviewed and if found to be satisfactory, your appointment will continue on the terms set out in this Agreement. Standards for Regularization are attached as Appendix A. If your performance or conduct is found to be unsatisfactory, the Company may in its sole discretion extend your probation for up to three additional months. During the period of probation, your employment may be terminated by the Company without notice or with notice required by law as then in effect, whichever is greater, or payment of base salary in lieu of notice.

2. Terms and Scope of Employment

2.a You will be employed in the position of Customer Support Senior Associate.

2.b Your place of work will be based at the Company's offices in Hyderabad, India. However you may be required to work at any other Company premises or to undertake business travel for the performance of your duties.

2.c Under the terms of this Agreement, and without the need to terminate the employment relationship or to enter into a new agreement, the Company is permitted to assign you additional tasks, to modify or remove your assigned duties, to change your reporting lines or to change the place of your employment without additional compensation to you.

2.d You agree that, during the period of employment under this Agreement, you will diligently and loyally devote all of your professional skills, time, energies and best efforts to the performance of your duties on behalf of the Company.

2.e You will not sell, distribute, publicly exhibit, circulate, transmit, e-mail, fax, export, convey, duplicate, print or otherwise copy or reproduce any Internet advertisement or any material



appearing at the URL associated with such advertisement that is the subject matter of such advertisement or any part thereof. In addition, you will not possess or provide any Internet advertisements or related keywords, categories or other targeting mechanisms, Company advertising technology, Company confidential information, Company intellectual property, or derivative works of the foregoing to any third party.

2.f The Company reserves the right to place you on administrative leave on full pay during the course of any investigation or otherwise on legitimate business grounds in the Company's absolute discretion.

3. Compensation

3.a Your base salary will be INR 413,000.00 per year payable according to local payroll practices in accordance with the Compensation Breakdown set out in Appendix B. Your base salary will be subject to an annual review in accordance with Company policy and in the Company's sole discretion.

3.b You are eligible to receive certain allowances as part of your base salary, as indicated in the Compensation Breakdown set out in Appendix B.

3.c Your base salary and other compensation payments due to you in accordance with this clause 3 will be paid by bank transfer, or by other means as determined by the Company, with the timing of such payments to be advised to you and in accordance with the Company's policy.

3.d The payment of your base salary and any other compensation will be subject to any deductions required by law from time to time, including without limitation the usual deductions for tax and Provident Fund contributions. Except for the taxes and contributions mandated by law to be withheld by the Company or for the government filings required by law to be made by the Company in connection with the salary and other compensation and benefits arising from this employment, all other taxes and contributions and filings will be your responsibility and will be made by you.

3.e In addition to your base salary, you are eligible to participate in the Company's discretionary bonus plan and your annual bonus target will be 10% of your annual base salary. Any bonus payout is fully discretionary and conditional on both the Company's performance and your individual performance and is also conditional on your being in employment on 31 December of the relevant plan year. The Company reserves the right in its absolute discretion to vary or withdraw the Plan. The payment of your bonus is subject to such statutory deductions as may be required in accordance with applicable legislation in force from time to time.

4. Benefits Plans

4.a You will be entitled to participate in all of the Company's benefit plans as established from time to time, at such times as you qualify for them or, as the case may be, as you are selected for participation in them.



4.b The Company will also provide you with health and risk insurance benefits in accordance with the policies of the Company.

4.c The Company reserves the right to amend or discontinue all benefits provided to you in its sole discretion and without compensation to you for such amendment or discontinuance. Employees are not entitled to any compensation for the loss, or prospective loss, of benefits arising from any employment action taken by the Company, including, without limitation, dismissal, and the Company's rights to take such employment actions is not to be restricted or fettered by the existence of any benefit policy. All benefits provided by the Company are provided subject to the terms and conditions imposed by the Company and/or third party providers.

5. Provident Fund

The Company will make contributions to the Provident Fund in accordance with the applicable laws for the time being in force and any statutory amendments there under. You must provide a copy of your Aadhaar card on joining the Company in order to be eligible for Provident Fund contributions.

6. Leave Entitlements

6.a You will be entitled to vacation and other leaves in accordance with applicable law and the Company's policies in force from time to time. The rules relating to vacation accrual, carrying over, requesting and taking vacation are set out in the Company's vacation policy, as amended from time to time.

6.b You will also be entitled to sick leave in accordance with applicable law and the Company's sick leave policy in force from time to time.

6.c In the event of absence for the reason of illness, you must immediately notify the Company as soon as possible before the commencement of the relevant rostered work day. You are required to provide the Company with a medical certificate from the Company doctor or a registered doctor on each occasion that you are absent on sick leave for a continuous period of three or more working days. The Company may also require you to provide the Company with a medical certificate from the Company doctor or another registered doctor on any occasion that you are absent on sick leave.

7. Working Hours

7.a Your normal working hours are 40 hours per week, working from Monday to Friday, however you may be required to work additional hours from time to time in order to perform your duties effectively. Depending on your role and function, you may be required to work on a shift work basis. If so, you will be notified in advance of your initial shift roster, which will set out the days and times of each shift that you are required to work and may include day, afternoon, night, weekend and holiday shifts on a regular basis. The Company reserves the right to change employees' shift rosters in its sole discretion according to business needs and you will be notified of any such change.

7.b You agree to work on any days including weekends and holidays to fulfill the hours set out in



your roster, as well as work outside your normal working hours or shift roster if requested by the Company and you acknowledge that this is reasonable given the nature of your role. For overtime worked beyond the statutory normal working hours, you will receive overtime pay in accordance with applicable law, provided that the additional work was expressly requested or approved in advance by your supervisor or manager in writing. You will also receive any applicable premiums or additional pay as required under local law in respect of work performed by you on statutory holidays, provided that such additional work was expressly requested or approved in advance by your supervisor or manager in writing.

7.c You understand that you may be required to perform your duties during hours that fall beyond the work times prescribed under applicable laws and you consent to working at such times. In these cases you will be provided appropriate transportation in accordance with the GOC Transportation Policy.

8. Termination of Employment Relationship

8.a The Company and you mutually accept the possibility that at some future point the Company or you may wish to end this employment relationship.

8.b Your employment may be terminated by the Company without notice or payment in lieu of notice if you commit any serious or persistent breach or non-observance of the terms, conditions or stipulations contained in this Agreement, or are guilty of any serious negligence or misconduct in connection with or affecting the business or affairs of the Company.

8.c Misconduct includes without limitation:

8.c.i habitual absence from work or absence from service without prior notice in writing or without sufficient cause for ten days or more;

8.c.ii causing damage to the property of the Company;

8.c.iii continued discharge of work functions in a manner which does not meet the standards reasonably expected by the Company from you;

8.c.iv engaging in any conduct amounting to sexual harassment as defined under the Company's policies; or

8.c.v breach of the GOC Code of Conduct, any policy contained in the Company's intranet site, or any other policy communicated to employees.

8.d Your employment may be terminated by the Company in the following manner:

8.d.i During the probationary period, your employment may be terminated by the Company without notice or with notice required by law as then in effect, whichever is greater, or by payment of base salary in lieu of notice.

8.d.ii After the probationary period, your employment may be terminated by the Company providing you with one month's written notice of termination, or notice required by law as then in



effect, whichever is greater, or payment of one month's base salary in lieu of notice.

8.e You may also terminate this agreement at any time by giving one month's written notice of termination to the Company. The Company may at its sole discretion waive all or part of the notice or allow you to pay in lieu of the notice. Once your resignation is accepted by the Company, it cannot be withdrawn by you without the express consent of the Company.

8.f At any time after notice of termination is given by either party, the Company has the right to permanently relieve you from the performance of any and all duties of your position with the Company upon the continued payment of your base salary, as then in effect, for the duration of any notice period required. At the end of the notice period, any outstanding annual leave that you are entitled to will be paid to you.

8.g You agree that if you are unable to perform your employment duties by reason of your continued ill-health or accident or disability for a period of 3 months or more, the Company may terminate your employment by providing you with one month's written notice of termination, or notice required by law as then in effect, whichever is greater, or payment of one month's base salary in lieu of notice, in accordance with clause 8d above.

9. No Conflict of Interest

9.a You represent and warrant that as of the Commencement Date, you will have terminated your employment with any previous employer.

9.b You represent and warrant that you have not entered into any previous or contemporaneous agreements which may be in conflict with the terms and conditions of this Agreement, or which would preclude you from fully performing your job responsibilities for the Company. You represent that your performance of all the terms of this Agreement and as an employee of the Company does not and will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your employment by the Company, and you will not disclose to the Company or induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

9.c During your employment with the Company, you agree not to engage in any other employment, occupation, or consulting directly related to the business in which GOC or Google is now involved or becomes involved during the term of your employment, nor engage in any other activities that may conflict with your obligations to the Company, including but not limited to, employment outside of the Company, membership on Boards of Directors or Advisory Boards, personal investments or establishing, maintaining or servicing business relationships with family or friends.

10. Anti-Discrimination and Harassment

We will not tolerate any form of discrimination or harassment (including sexual harassment) at our workplace which is in breach of the Company's policies or relevant laws. If you become aware of any such conduct you must immediately report it to us. You acknowledge and agree



that violation of any such Company policy or law may lead to disciplinary action, up to and including immediate termination of your employment.

11. Non-solicitation

11.a For the period of six months from the date of termination of your employment ("Termination Date"), you agree that you will not, either on your own account or in conjunction with or on behalf of any other person, firm or company, induce, encourage or assist any senior, key, technical, sales related or executive employee of the Company or any of its Related Corporations to become, directly or indirectly, employed by, engaged or interested in any business that competes with the Company or any of its Related Corporations.

11.b For the period of six months from the Termination Date, you agree that you will not, either on your own account or in conjunction with or on behalf of any other person, firm or company canvass, solicit or accept orders, custom or business from any customer or partner of the Company or any of its Related Corporations with which you had dealings at any time in the twelve months prior to the Termination Date.

11.c You acknowledge that the above restrictions are reasonable and necessary to protect the Company's legitimate business interests and that damages is not an adequate remedy in the event that you breach any of the restrictions.

11.d While the restraints in this Agreement continue to operate, you must immediately notify any new employer, principal contractor, partner or joint-venturer who may potentially be affected by the restraints, of these provisions.

11.e The term 'Related Corporations' is defined in clause 19 of this Agreement.

12. Confidential Information

12.a You understand and agree that, as a result of your employment with the Company, you will obtain extensive and valuable Confidential Information belonging to the Company and its Related Corporations (as defined in clause 19 below). You agree at all times during your employment with the Company and thereafter, to hold in the strictest confidence, and not to use, except for the benefit of the Company, or to disclose to any person, firm or corporation without written authorization of the Board of Directors of the Company, any Confidential Information, except under a non-disclosure agreement duly authorized and executed by the Company. You understand and agree that your unauthorized use or disclosure of Confidential Information during your employment may lead to disciplinary action, up to and including immediate termination and legal action by the Company.

12.b In this Agreement, "Confidential Information" includes:

12.b.i information that relates to the actual or anticipated business or research and development of the Company or its Related Corporations, technical data, trade secrets or know-how, including, but not limited to, research, product plans, or other information regarding Google's products or services and their marketing, the identity of Google's customers (including, but not limited to, customer lists and the identity of Google customers on whom you called or with whom you became acquainted during the term of your employment), software, developments,



inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances, HR data or other business information;

12.b.ii information received from third parties associated with Google, e.g., our customers, suppliers, licensors, licensees, partners, or collaborators, including information relating to their business, practices or technology; and

12.b.iii information directly or indirectly collected from users of Google services, such as individual or aggregate log files related to any user session, personal information associated with a specific individual (such as a name, address, telephone number, e-mail address), or information about activities that can be directly linked to a user (such as an IP address or cookie information).

12.c You further understand that Confidential Information does not include any of the foregoing items which have become publicly known and made generally available through no wrongful act of your own or of others who were under confidentiality obligations as to the item or items involved or improvements or new versions thereof.

12.d In the event that you are required by law, regulation or court order to disclose any Confidential Information, you shall promptly notify the Company in writing of such requirement without making any disclosure and assist the Company or the appropriate person obtain a protective order or other appropriate remedy from the proper authority. If the Company or the appropriate person fails to obtain a protective order or other appropriate remedy from the proper authority in a timely manner and you are compelled to disclose Confidential Information, you shall furnish only that portion of the Confidential Information that is legally required to be disclosed and shall exercise all reasonable efforts to obtain reliable assurances that confidential treatment will be accorded the information disclosed.

13. Former Employer Information

You hereby agree that you will not, during your employment with us, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that you will not bring onto our premises any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

14. Intellectual Property and Moral Rights

14.a Any and all Intellectual Property Rights you may have in any work, invention, discovery, improvement or design ("Work") produced or conceived by you in the course of your employment, at our direction or request, or in connection with any of our businesses or products or services, whether alone or jointly with another person, automatically vests in the Company without any requirement to make payment to you to the fullest extent permitted by law.

14.b All Intellectual Property created by you shall be regarded as having been made under a contract of service. In consideration of employment with the Company, you hereby transfer and assign in favour of the Company, all rights, titles and interests in and to all the Intellectual Property, together with the rights to sub-license or transfer any and all rights assigned



hereunder to third parties, in perpetuity. You agree that such assignment shall be perpetual, worldwide and royalty free.

14.c Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, such assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You further acknowledge and agree that you shall waive any right to and shall not raise any objection or claims to the Copyright Board with respect to the assignment, pursuant to Section 19A of the Copyright Act, 1957. You also agree to assist and cooperate with the Company in perfecting the Company's rights in the Intellectual Property.

14.d You must, at our expense, execute all documents and do all other things reasonably necessary to enable us or our nominee to register any Intellectual Property Rights anywhere in the world, and effect or perfect the transfer to us, or our nominee, of your rights and interests in the Work.

14.e You hereby agree to irrevocably appoint us to be your attorney to do in your name on your behalf any of the things you are required to do under clause 14(d).

14.f To the extent allowed by Indian law, you hereby agree to waive all Moral Rights in the Work referred to in clause 14(a), and in the Work assigned to the Company pursuant to clause 14(b). In addition, you consent to and hereby ratify all acts or omissions by us (whether occurring before or after the date of this Agreement) that infringe any Moral Rights that you may have or become entitled to in such Work.

14.g Your consent under clauses 14(e) and (f) continues after termination of your employment.

14.h 'Intellectual Property Rights' means all present and future intellectual or industrial property rights both in India and throughout the world, and includes any copyright, moral right, registered patent, right to invention (whether or not patentable, and whether or not recorded in any medium), registered or unregistered trade mark, registered or unregistered design, registered or unregistered plant breeder's right, trade secret, know-how, right in relation to semiconductors and circuit layouts, trade or business or company name, indication or source or appellation of origin or other proprietary right, or right of registration of such rights.

14.i 'Moral Rights' means all rights to paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights," "artist's rights," "droit moral," or the like, including the right to preclude others, without the consent of the author or his personal representatives, from carrying out the following:

14.i.i the presentation of the work by any means whatsoever; and

14.i.ii the distortion, mutilation or other modification of the work.

15. Data Privacy

You have reviewed the Company's Employee Privacy Policy, attached as "Appendix B" to this Agreement, as amended from time to time, and consent to the collection, processing and use of



your personal information, including sensitive categories of data (eg medical information) by the Company in accordance with and for the purposes set out in the policy. You also consent to the transmission of your personal information to Related Corporations, to third party service providers engaged in connection with the employment relationship (such as payroll and benefit providers), and otherwise as permitted or required by law, including transfers to entities outside India.

16. Use of Information Technology and Communications

16.a You acknowledge that the Company's local and wide area network infrastructure and its telecommunications system and its components, including telephones, mobile phones, facsimile machines, photocopiers, printers, personal organizers, computers and servers, as well as the applications running on and services provided by these systems including e-mail and voicemail, Internet and Intranet, and file storage facilities ("IT Systems") and all oral communications, telephone conversations, information and messages or any part of a message (whether in the form of data, texts, images, speech or any other form) transferred via and/or stored on the IT Systems, including any recording and/or copies made of such communications, and any attachments to such communications ("Communications") made via the IT Systems are the property of the Company. You understand that it is your responsibility to comply with the Company's policies governing usage of the IT Systems.

16.b You acknowledge and agree that the Company has the right to monitor, record, or access any Communications made via the IT Systems, electronic files, or other uses or applications of the IT systems for compliance with Company policies and for any other business-related purposes in the Company's sole discretion. You should have no expectation of privacy when using Company IT Systems.

17. Salary deductions

You agree that the Company may at any time during your employment or on termination deduct from your compensation any amounts that you owe the Company including but not limited to overpayment or advances of wages or expenses, outstanding loans, relocation or other allowances/ bonuses which may be subject to repayment under this Agreement, or excess holiday to which you were not entitled or payment made when you were absent from duty without authorization.

18. Company Regulations

18.a To help our business operate lawfully, safely and efficiently, we have policies and procedures which set out how all employees are to conduct themselves and processes which are to be followed. You must read and comply with them, as amended from time to time.

18.b During your employment with the Company, you must observe and comply with the GOC Code of Conduct, the policies contained in the Company's intranet site, and any other policies, rules, regulations and directives of the Company as may from time to time be made or given. These policies do not form part of your contract of employment but you must read and comply with them, as amended from time to time. The Company has the right to alter and amend the policies, rules and regulations of the Company at any time in its absolute discretion.



18.c You confirm that you have read and understand the provisions of the GOC Code of Conduct and Business Courtesies Policy prohibiting foreign bribery and improper payments and requiring strict compliance with the United States Foreign Corrupt Practices Act ("FCPA"), and agree to fully comply with those provisions and the FCPA and the corresponding laws of any other jurisdiction where applicable to your employment by the Company.

18.d Without limiting the generality of the foregoing, you represent and warrant that you have not, and will not at any time during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official ("government official" includes any government employee, employee of government-owned or government-controlled companies, political party, candidate for public office and public international organizations); or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business. You further represent and warrant that you will not make any facilitation payments, which are payments to induce government officials to perform routine functions they are otherwise obligated to perform.

18.e You recognize that, in the course of your employment, the Company may release to you items (including, but not limited to, software, technology, or systems, equipment and components) subject to the Export Administration Regulations ("EAR") or the International Traffic in Arms Regulations ("ITAR"). You hereby certify that you are authorized to receive such items and that you will not export, re-export or release these items in violation of the EAR or ITAR or other applicable export control laws and regulations. In order to comply with this certification, you will not disclose/export/re-export these items to any person other than the persons in your working group as required in the performance of the job responsibilities assigned to you by the Company.

19. Related Corporations

19.a In the course of your employment with us, you may, from time to time, perform duties for or in connection with Related Corporations of the Company.

19.b You agree that references to the Company, 'we', 'our' or 'us' in this agreement (including its Exhibits) are references not only to GOC Services India Private Limited but also, where the meaning of the clause allows, to any Related Corporation of GOC Services India Private Limited. This means that your duties and obligations, including in relation to confidential information, intellectual property and non-solicitation, apply not only to the Company but also to our Related Corporations.

19.c For the purposes of this Agreement, 'Related Corporation' means a corporation which is deemed to be related to GOC Services India Private Limited, including without limitation:

19.c.i any holding company of GOC Services India Private Limited up to Google LLC;

19.c.ii any subsidiary of GOC Services India Private Limited; and/or

19.c.iii any subsidiary of Google LLC.



20. Miscellaneous

20.a This Agreement supersedes any prior oral or written agreements, representations and promises of any kind, whether written, oral, express or implied, between the parties relating to your employment with the Company or any Related Corporation of the Company.

20.b This Agreement together with its Appendices constitutes the entire Agreement relating to the terms contained herein.

20.c This Agreement can only be modified in writing, signed by you and the Company.

21. Severability

The Company and you mutually agree that the provisions of this Agreement are severable, and if any one provision is found to be unenforceable in whole or in part, the remainder of the Agreement will remain valid and enforceable. The Company and you further agree that the court should modify any provision to make it enforceable.

22. No breach

In signing below, you confirm that you are not bound by any prior contract, undertaking, commitment or other obligation which prevents you from being employed by the Company and being able to fully and completely perform the services contemplated by this Agreement. You also confirm that in fulfilling your duties hereunder you will not be breaching any duty of confidentiality to any persons, including without limitation, your previous employers or principals.

23. Waiver

Waiver of breach of any term or condition of this Agreement will not be deemed to constitute the waiver of any other breach of the same or any other term of condition herein contained.

24. Successors and Assigns

The Company will have the right to assign this Agreement to its parent, subsidiaries, subdivisions, affiliates, successors and assigns, and all covenants and agreements herein will inure to the benefit of and be enforceable by such. This Agreement is personal to you and will not be assigned by you.

25. Notice under the Agreement

Any notices required to be given under this Agreement must be in writing and will be validly delivered if (a) sent by personal hand delivery, or (b) sent by mail to the address of the applicable party set forth on the first page of this Agreement, or such other address as is provided by the parties in writing.

The Company and you mutually agree to make every reasonable effort and accommodation required for the timely receipt of notices required under this Agreement.



26. Choice of Law/ Jurisdiction

This Agreement is governed and construed in accordance with the laws of India. You hereby expressly consent to the jurisdiction of the courts of India and waive any objection to the said venue.

Ekta Shukla, we are pleased that you are interested in GOC Services India Private Limited and we all look forward to working with you. We believe that you will find GOC a truly exciting and fulfilling place to work.

If this Agreement is not signed and returned to GOC by September 29, 2021, this Agreement will be considered null and void.

The Company and you acknowledge and agree that the foregoing accurately describes the relationship that you are willing to enter into with the Company and the Company and you agree that this Agreement is fair and reasonable. The Company and you acknowledge our acceptance and understanding of this Agreement by our respective signatures below.

In Hyderabad, India
Google Services India Private Limited

By

A handwritten signature in black ink, appearing to read 'Sachin Pande', written over a horizontal line.

Sachin Pande
HR Business Partner Senior Manager, GOC

AGREED AND EXECUTED

DocuSigned by:

A small blue DocuSign logo consisting of a stylized 'd' inside a circle.

02762EF34F3045A...

Ekta Shukla
Date: September 28, 2021



Appendix A

STANDARDS FOR REGULARIZATION OF EMPLOYMENT

Attendance & Punctuality

- You must strictly observe scheduled workdays, work hours and break periods. You must report to work regularly and on time. Frequent absences, tardiness, and “undertime” are strictly forbidden.
- You must follow the Company’s time keeping policy and system.

Job Competence

- You must demonstrate ease in learning the rudiments of your job and in understanding instructions.

Discipline

- You must demonstrate compliance with the Company’s rules and regulations. This includes compliance with the Company’s Code of Conduct and the Company’s Security Policies.
- You must be willing to escalate any concerns around possible noncompliance and you must ask your supervisor when you are not sure about a rule, policy or process.

Attitude towards Co-employees

- You must work well with others, and support an environment free from discrimination and harassment. This includes the ability to cooperate and to work as part of a team.

Work Quality

- You must prove to the satisfaction of the Company all of the necessary skills, initiative and competence in your duties and responsibilities.

Integrity and Ethics

- You must carry out your work with integrity and in an ethical manner at all times in compliance with the Company’s Code of Conduct.

Background Checks

- You must pass to the satisfaction of the Company a verification of your vocational and educational certificates, transcript of education records, personal particulars, credentials, and a background check, including a criminal history record search, and education and employment verification.



Training

- You must pass to the satisfaction of the Company all necessary initial training required in order for you to perform your duties and responsibilities.

Agreed to and accepted by:

DocuSigned by:

02762EF34F3045A...

Ekta Shukla

Date: September 28, 2021



APPENDIX B
Compensation Breakdown, Job Offer Annexure
GOC Services India Private Limited

Date: November 22, 2021

Employee Name: Ekta Shukla

Component		Annualised Calculation	INR (Rs.) a year
Basic Salary	(A)		INR 252,012.00
HRA	(B)	A * 40%	INR 100,805.00
Basket of Allowances ¹	(C)	D-(A+B)	INR 60,183.00
Base Salary	(D)	A+B+C	INR 413,000.00
Estimated Annual Target Bonus ²	(E)	10% target * D	INR 41,300.00
Annual Target Total Compensation³	(F)	D + E	INR 454,300.00
Provident Fund (Employer Contribution) ⁴	(G)	A*12%	INR 30,241.00
Gratuity ⁵	(H)	A*0.048	INR 12,097.00
Retirals Total	(I)	G + H	INR 42,338.00
Annual Estimated Cost to Company (CTC)⁶	(J)	F + I	INR 496,638.00

¹ The Basket of Allowances currently includes Leave Travel Allowance (LTA) and special allowance. You may be eligible for some or all of these allowances. Please contact GOC HR for further details regarding the components for which you are eligible and any limits which may be applicable to you.

² The GOC Bonus Plan is a discretionary variable compensation plan and the Company reserves the right in its absolute discretion to vary or withdraw the Plan. The target Annual Bonus figure above is not a guaranteed bonus and is included only as an indicator of what the employee's total annual bonus might be if the employee works for the full calendar year and achieves target performance. This figure is based on the target bonus % in the employee's employment contract, multiplied by the Base Salary figure above. The actual bonus amount could be higher or lower than this figure, or nil, in accordance with the terms of the Company's bonus plan and the employee's contract of employment.

³ The Annual Target Total Compensation includes the Annual Target Bonus and therefore the figure may be higher or lower depending on the final bonus payout.

⁴ This figure is a guide only and the Company will make contributions to the Provident Fund Scheme in accordance with applicable laws in force from time to time.

⁵ Employees who have completed at least 4 years and 240 days of service (including weekends and paid holidays), are eligible for payment of Gratuity in accordance with the law and the Company's policies. This amount is an estimate of your Gratuity accrual for one year. If you do not complete the minimum service requirements, no Gratuity is payable.

⁶ The Annual Estimated CTC figure includes the estimated Annual Target Bonus (if applicable) and therefore the actual figure may



NOTES:

This breakdown, including the annualised amounts, is for illustration purposes only and does not represent an entitlement to any actual amount. The employee's entitlement to remuneration is as specified in the relevant clause of their contract of employment. All figures above are gross figures and subject to any pro rating that may be necessary due to the employee's length of service during the relevant year and such statutory deductions as may be required in accordance with applicable legislation in force from time to time.

be higher or lower depending on the final bonus payout. This is a gross figure and is subject to such statutory deductions as required by law from time to time, and deduction of employee contributions to the Provident Fund.



APPENDIX C:

GOC Employee Privacy Policy

Who needs to read this policy

All employees (“Employees”) of GOC Services India Private Limited (“Company”).

Purpose

At the Company, we recognize that privacy is important. This policy describes how the Company collects and uses Employee Data. For purposes of this policy, Employee Data means any information that identifies an Employee or that can be used to identify an Employee in the context of employment.

This policy applies regardless of the format, media or source of the Employee Data. It applies both to Employee Data provided by the Employee and information generated as a result of being recruited by, applying to, accepting an offer of employment, attending pre-onboarding sessions and working at the Company, including, but not limited to the following:

Recruitment information, for example:

- application and interview records;
- resumes or CVs;
- references;
- background check information.

Personal details, for example:

- contact info (home address, telephone number and personal email address);
- bank (direct deposit) details;
- government identification numbers, such as social security numbers;
- emergency contacts and family composition;
- demographic information.

Performance, Compensation & Benefits information, for example:

- performance ratings, evaluations, and assessments;
- equity awards or stock;
- pension and other insurance documentation;



- payroll details;
- vacation records;
- working time records.

Working at the Company, for example:

- survey data;
- disciplinary investigations/meetings/records and grievances;
- security records, such as badging records and security recordings;
- logs records;
- your use of Company equipment, accounts and systems, including google.com apps, etc.

Details

Here are some additional details about the Employee Data the Company may collect and how we may use it:

- Employee Data will be collected and used for employment-related or legal purposes, such as (1) recruitment and staffing, including pre-employment onboarding; (2) compensation, benefit programs and payroll; (3) performance assessment, management and training; (4) talent management and succession planning; (5) employee surveys (6) legal compliance and risk management; (7) workplace management, including business-related travel; (8) to protect the Company, its users, customers, workforce, equipment and facilities and the public against injury, theft, legal liability, fraud, or abuse; (9) to identify, report on and investigate violations of the Company's policies and/or applicable laws and regulations, (10) to administer background checks in countries where permitted; (11) for business management and planning, including business re-organizations and job eliminations, business transfers and potential divestments; (12) making decisions about your employment; (13) monitoring of product and tool usage, including to identify training needs, solicit feedback and using data to drive the adoption of new versions of products and tools; (14) administration of statutory and Company benefits, including payment for leave; (15) assessment of fitness for work, conduct of medical and drug testing; (16) insurance related purposes; (17) compliance with health and safety obligations, including the management of workplace accidents; (18) diversity and inclusion programs; (19) internal testing of the Company's or a trusted partner's products and services (eg Dogfooding) and (20) for other reasonable business-related or legal purposes.
- In some circumstances, the Company may collect sensitive Employee Data, such as information related to confidential medical facts, racial or ethnic origins, trade union membership, political or religious beliefs, or sexual orientation. We will only process sensitive Employee Data in the limited circumstances where permitted by law. For



example, we may process medical or health information to administer sick pay, manage workplace accidents, to assess fitness for work, for insurance purposes and to comply with health and safety obligations. Also, we may have access to information about your sexual orientation if, for example, you register a domestic partner of the same or opposite gender for dependent benefits. The Company may also use sensitive Employee Data as part of our commitments to diversity and inclusion.

- Your privacy matters, and the Company takes appropriate steps to ensure that Employee Data is processed and stored securely. The Company restricts collection of and access to Employee Data to those Company affiliates (including other subsidiaries of Google LLC) and employees of those affiliates who may need to collect or access such data to carry out their assigned employment-related functions. This may include collection or access as necessary for business-related and legal purposes.
- Your Employee Data may be made available to other Company affiliates beyond your direct employer, for example if you are working with or seconded to another Company affiliate, or where an affiliate is acting as a service provider. From time to time, we may also need to disclose Employee Data beyond the Company and its affiliates. Such disclosures will be made where appropriate for business-related and legal purposes. This may include, for example, disclosure to insurers, legal advisers, payroll providers, background check agencies, and/or government agencies for the purpose of complying with mandatory reporting requirements.
- The Company requires that any third parties, including Temps, Vendors and Contractors, to whom the Company discloses Employee Data to process on the Company's behalf (1) use that information only as directed by the Company, (2) protect that information in accordance with applicable data protection regulations and (3) refrain from any further disclosures not authorized by the Company.
- The Company will take reasonable steps to ensure that Employee Data is relevant to its intended use, accurate, complete, and current. In addition, the Company takes reasonable precautions to protect Employee Data from loss, misuse and unauthorized access, disclosure, alteration and destruction.
- Your Employee Data will be kept for as long as it is needed for the purposes above. Your employment record will generally be maintained for the period of your employment. When you leave the Company, we will keep your employment record including as needed to protect us from legal claims and to satisfy our legal and compliance obligations. The retention period may depend on the local law in the country in which you were employed.
- In certain countries, Employees have the right to request access, or request correction, amendment or deletion of certain Employee Data that the Company holds and uses in relation to them. You should let the Company know if Employee Data in your Company employee records is inaccurate or incomplete; the Company will correct, amend, or delete inaccurate or incomplete information in countries where legally obliged to do so, in accordance with the requirements of applicable law. Accordingly, there may be circumstances where we are not able to comply with your request. In some countries, exceptions to your right to reasonable access may include the following: (1) confidential



or proprietary Employee Data, such as that involved in talent planning or business re-organizations; (2) where disclosure would violate the privacy rights of other persons; (3) ongoing investigations of malfeasance or wrong-doing, where disclosure would compromise the investigation; and (4) where disclosure would prejudice the interests of the Company because of litigation or potential litigation in which the Company is involved.

- The Company's affiliates operate globally and therefore may process Employee Data outside the country or region where the data is originally collected or where you are located, including in countries where you may have fewer rights in respect of your information than you do in your country of residence. Employee Data may be processed by Google LLC in the United States or Company affiliates and service providers acting on the Company's behalf outside of your country of employment.
- You should direct questions or concerns about the handling of your Employee Data to goc-help@google.com who will investigate the concern promptly.
- Depending on your country of residence or employment, you may also raise any questions or concerns you have regarding your personal information with your local data protection authority.



April 29 2022

Prafull Singh

NTPC Tanda, Near Gate-2 ,Vill- Fatehpur Kanhuara P.O- Makhdoom Nagar, Ambedkar Nagar, Uttar Pradesh, - 224190

Dear **Prafull Singh**,

We are pleased to offer you the position of **Software Engineer** at Tekion India Private Limited (the "**Company**"). The terms and conditions of our offer are set out in this letter.

Cost to Company

Your total Cost to Company will be **INR 19,000,000/- (Nineteen Lakh Only)** per annum. The detailed salary break-up is mentioned in **Annexure A**.

The Company shall withhold the appropriate amount of Indian income taxes from the salary paid to you. You shall be responsible for filing your personal returns and comply with other requirements under Indian tax law.

Joining Bonus

As part of the offer, you have been extended a one-time Joining bonus of **INR 100,000 (One Lakh Only)** subject to applicable withholding taxes. The full Joining bonus amount (as stated above) is recoverable if you voluntarily leave the Company within Twelve months of joining.

Relocation Bonus

As part of the offer, you have been extended a one-time Relocation bonus of **INR 100,000 (One Lakh Only)** subject to applicable withholding taxes. The full relocation bonus amount (as stated above) is recoverable if you voluntarily leave the Company within Twelve months of joining.

Stock Options

We will recommend to the Board of Directors of our parent company, Tekion Corp. ("**Tekion**"), that you be granted the opportunity to purchase up to **4,000 (Four Thousand Only)** shares of common stock of Tekion under Tekion's 2016 Equity Incentive Plan (the "**Plan**") at the fair market value of Tekion's common stock, as determined by the Board of Directors on the date the Board approves such grant. These shares shall vest as follows:

- (a) 4,000 of the shares you will be given the opportunity to purchase will vest at the rate of twenty-five percent (25%) of the shares at the end of your anniversary with the Company for the first year and from there after it will be monthly vesting, so long as you remain employed by the Company.

Please note that the grant of such options is subject to approval by the Board of Directors of Tekion and this promise to recommend such approval is not a promise of compensation and is not intended to create any obligation on the part of the Company. Further details on the Plan and any specific option grant to you will be provided upon approval of such grant by Tekion's Board of Directors.

Appointment

You have been made an offer as **Software Engineer**

- (a) The place of employment shall be Bangalore and the normal office timings will be from 9:30AM to 6:30 PM. However,

TEKION

depending on the time constraints within which the Company may have to provide services to its clients, you will undertake to make yourself available in respect of the business of the Company during such times.

- (b) You may also be transferred, seconded or deputed to any of our associate, sister concerns, subsidiaries, group company or any other affiliated companies/concerns/organizations/firms with whom the Company may make an arrangement or agreement from time to time. In such cases of transfer, you will be governed by the relocation policies and policies of the Company existing at that time.

Policies, Procedures, Rules & Regulations

You shall, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time including but not limited to the provisions of the Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States of America and the Bribery Act 2010 of the United Kingdom. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

Leave and Holidays

You will be eligible to the leaves and holidays in accordance with the policy of the Company as may be declared from time to time.

Probation Period

You will be on probation for a period of **6 (Six) months** from the date of your joining the Company, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. During the probationary period your employment can be terminated by the Company as per applicable law. The Company reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.

During the period of probation, your services shall be terminable by giving one month's notice or one month's basic pay in lieu thereof on either side at the sole discretion of the Company management.

Duties and Responsibilities

You shall perform the duties and undertake responsibilities within the mandate of work place and office policies of the Company, as modified from time to time, at the discretion of the Company, and shall use sincere and dedicated efforts to effectively carry out all duties and responsibilities assigned to you by the manager/supervisor and others authorized by the Company to assign such duties and responsibilities.

You agree that you shall not at any time during the term of this Agreement, without the prior written consent of the

Company, be engaged, employed, concerned or interested, directly or indirectly, in any other employment, business or occupation that may conflict with your duties to the Company.

Employee Invention Assignment and Confidentiality Agreement

As a condition of your employment with the Company, on or prior to joining, you will be required to execute with the Company, an Employee Invention Assignment and Confidentiality Agreement, as per a draft provided by the Company.

The Company reserves the right to terminate your employment in case of any breach or non-compliance on your part of the terms of such agreement.

Sensitive and Personal Data or Information

The Company may, in connection with your employment, collect sensitive personal data or information ("SPDI") relating to you. Such SPDI may be collected from you and some limited SPDI may be recorded directly or indirectly by internal security systems or by other means. By accepting our offer, you expressly consent to the following: (i) the collection, use, processing and storage of your SPDI; (ii) the transfer worldwide of your SPDI held by the Company to other employees and offices of the Company's worldwide organisation and to third parties where disclosure to such third parties is required in the normal course of business or by law; (iii) that you shall have read and understood the Company's privacy policy, as and when implemented, in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof; (iv) use of your personal images and voices in marketing material, videos, etc.; and (v) treating any personal data to which you have access in the course of your employment strictly in accordance with Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

Non-Disparagement

During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

Terms of Termination of Employment

Following the successful completion of your probationary period, either party can terminate this employment by serving a notice of one month on the other. The Company may, at its sole option, pay salary in lieu of the notice period to terminate employment with immediate effect.

The Company reserves the right to terminate your employment immediately without notice or payment in lieu of notice if you are found guilty of misconduct or negligence or have committed any breach of the terms and conditions of this offer.

Consequences of Termination of Employment

You hereby agree that upon termination of this Agreement by either of the Company or you, you shall return all the properties belonging to the Company in its possession as per the instructions of the Company and hand over charge to the designated representative of the Company. You also agree that failure to return the property of the Company upon termination shall be deemed to be criminal breach of trust.

Governing Law and Jurisdiction

Your employment with the Company shall be governed and construed in accordance with the laws of India. The Company and you irrevocably submit to the exclusive jurisdiction of competent courts situated at Bangalore and waive any objection

to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

This offer of employment and your commencement and continuation of employment with the Company is conditional upon:

- (a) where relevant, the obtaining of all required employment and/or visa approvals from the relevant government authorities to enable you to work with the Company;
- (b) Company's satisfaction with the results of any required reference and background checks as well as verification of your employment and salary history; and
- (c) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of employment.

Any false information provided by you or at your request may result in the Company's withdrawal of this offer or immediate termination of your employment with no payment in lieu of notice or any other compensation to you.

We are pleased to have you as a member of the Company, and we look forward to working with you. We hope you will find the Company a great and rewarding place to be.

To indicate your acceptance of this offer, please review, sign and return one copy of this offer letter along with the signed Tekion Employee Invention Assignment and Confidentiality Agreement. **This offer expires five days from the date of this letter. If you do not accept or begin employment by the required date, Company reserves the right to withdraw this offer of employment.**

You are required to treat this offer letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants) without our prior written consent.

Should you have any queries or require any clarification of any points, please do not hesitate to contact the Human Resources Team.

Best regards,

Sowmya Mallaiah
Director - Human Resources, Tekion India Private Limited

Annexure A
Compensation Package

Name: Khushboo
Position: Software Engineer

S. No.	PARTICULARS	INR Per Annum
(i)	BASIC	475,000
(ii)	HOUSE RENT ALLOWANCE	237,500
(iii)	BROADBAND AND TELEPHONE ALLOWANCE	36,000
(iv)	LEAVE TRAVEL ALLOWANCE	39,583
(v)	PROFESSIONAL DEVELOPMENT ALLOWANCE	144,000
(vi)	FUEL AND MAINTENANCE ALLOWANCE	28,800
(vii)	DRIVER ALLOWANCE	10,800
(viii)	SPECIAL ALLOWANCE	8,71,317
	TOTAL BASE COMPENSATION	18,43,000
(ix)	TEKION'S CONTRIBUTION TO PROVIDENT FUND	57,000
	TOTAL COST TO THE COMPANY	1,900,000
	JOINING BONUS	100,000
	RELOCATION BONUS	100,000

Gratuity

Gratuity will be payable in line with the statutory provisions (as may be amended from time to time), upon separation from the Company, subject to completion of minimum of five years of continuous service in the Company.

Provident Fund

You may be eligible to subscribe to the provident scheme as may be applicable to you. The Company will contribute the provident fund as per the applicable law as may be amended from time to time.

Medical Insurance

All employees, their spouse, and up to two dependent children and dependent parents will be enrolled under the Company group medical insurance scheme. Under current policy, employee and dependents are covered up to **INR 500,000** per year. Insurance cover will begin after the insurance company accepts and processes all information provided by the employee after joining.



Group Personal Accident Insurance

All employees are covered under group personal accident insurance, as per the Company policy.

For detailed information regarding policies, please reach hr@tekion.com.

ACCEPTANCE

I have read, understood and accept the terms and conditions of this above offer of employment including the compensation package relating to my employment with Tekion India Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Employee Signature

Date

Employee Name





Welcome to Wipro | Virtual Onboarding Day - 3rd November 2021

1 message

<manager.campus@wipro.com>
To: Arindam.ohs@gmail.com

Thu, Oct 28, 2021 at 12:08



Campus
Hiring |
Onboarding
Updates

Welcome to Wipro | Virtual Onboarding Day - 3rd November 2021

Dear ARINDAM HALDER GUPTA

Resume Number - 20825986,

Greetings from Wipro!

We hope you and your loved ones are staying safe and well.

We are pleased to inform you that your joining in Wipro is scheduled on 8th November 2021.

In order for a successful joining in Wipro, we would like to onboard you virtually on 3rd November 2021 for completion of your joining formalities as per the information mentioned below.

Please click on the below mentioned link for joining the onboarding virtually from your laptop/desktop. Please ensure that you have good network connectivity in order to complete the joining formalities.

Joining Link for Virtual Onboarding - <https://wiprocon.webex.com/meet/alen.koshy>

Virtual Onboarding Date	Time	Contact Person
3rd November 2021	9:00:00 AM	Arun John Alen

*Kindly note,

§ In case you do not have any of the mandatory documents currently, please submit the documents within 90 days of joining Wipro.

§ If you have not yet written your final semester exam, Wipro will provide you 2 weeks of paid leaves which you can avail during the exam time. However, we will require an official mail from your college, confirming the same.

Also, accepting the Wipro Offer Letter is mandatory for onboarding. If not yet accepted, please accept the offer letter at the earliest. A detailed E-Mail regarding the same is already shared with you.

On successful completion of joining formalities on the virtual onboarding day, you will begin your training on 8th November 2021 which will be your joining date in Wipro.

Please read below instructions carefully:

- Taking into account the prevailing COVID 19 pandemic situation, you will be working from home for the initial period of your joining until further communicated by Wipro.
- The posting location, once the COVID 19 pandemic situation normalizes, will be Chennai. You will be notified by respective manager and business team as and when you would be required to Work from Office. The posting location is subject to change basis business requirements. We will communicate to you in case of any changes in the posting location.
- In case you fail to complete your joining formalities on virtual onboarding day due to some reason, Wipro will authenticate the reason for insufficiency of completing the joining formalities and the decision to invite you for next onboarding will be solely at the discretion of Wipro.
- We are eagerly waiting to onboard you with us. However, in case you do not want to join as per the scheduled date due to some reason and would like to seek postponement for your joining in Wipro, please drop an e-mail stating the reason for not joining as per the scheduled date to manager.campus@wipro.com. Wipro will authenticate the reason for seeking postponement and the decision to invite you for next onboarding will be solely at the discretion of Wipro.

- The allowance amount with regards to Travel, Accommodation, Food & Other Miscellaneous expenses mentioned in your Appointment letter will be paid to you once you will resume Work From Office.
- Please note that it is mandatory for you to be present in India in order to complete your onboarding formalities and start your career journey with Wipro. Anyone who is residing outside India will not be entitled for Onboarding.

For any further clarification, you may also reach manager.campus@wipro.com wherein you will be responded to within 2 working days. Kindly use your resume number in every communication.

We look forward to onboard you soon!

Regards,

Global Campus Hiring Team
Wipro Limited

Wipro is taking steps to prevent fraudulent agencies from issuing fake offers letters by introducing digitally signed offer letters for campus recruits. Offer letters will also contain the candidate's photograph. The Wipro Technical campus offer letters can only be downloaded by the respective candidates through the Wipro portal and will not be sent by courier or email.

Wipro does not charge any fee at any stage of the recruitment process and has not authorized agencies/partners to collect any fee for recruitment. If you encounter any suspicious mail, advertisements or persons who offer jobs at Wipro, please do let us know by contacting us on helpdesk.recruitment@wipro.com.



The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.
www.wipro.com



Letter of Appointment

Private & Confidential

Date: 01-Nov-2021

Dear **Mr. Subham Singh**

I am very pleased that you have accepted our offer and are joining our team. Your experience and vision will be a great asset to this group, and I know that the team is looking forward to working with you. We are pleased to appoint you as Team Lead under the following terms and conditions:

1. Commencement Date

Your date of appointment will be effective from: 01-Nov-2021.

2. Salary Benefits

Salary and benefits are detailed in Annexure attached herewith. Your CTC is 1,44,000 INR.

3. Place of work

Your initial employment location will be 8/21 Rabindra Pally, Durgapur 713203. However, your services are transferrable to any place in the country or to any of the company's associate or sister concern of its subsidiary client location, at the sole discretion of the management.

4. Working hours

The shift timing will be based on process/program requirement as and when explained by your superiors.

5. Job Assignment/Reporting

In your assignment, you will be responsible for the duties of **Subject Matter Expert**, as more particularly laid out in the job description for this position. You will report directly to the person nominated by the management.

6. Probation, Confirmation & Termination

1) You will be on probation for a period of 3(three)months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.

2) (a) During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's services at any time with 15 days prior notice and without assigning any reason. An Employee also bound to provide the company with 15days notice during which period he/she may have to work. The company does not encourage adjusting notice period against either leave or forfeiture of salary.

(b) Upon confirmation your services are liable to be terminated by the company after providing you one month notice or payment of basic salary in lieu thereof.

You shall also be bound to provide the company with one month notice prior to Resignation during which period you may have to actually work. The said period will not be adjustable either against leave or forfeiture of salary.

(c) If the exigencies of work so require, the company may not leave you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.

(d) The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

-You commit any breach of your duties and responsibilities under this contract of service.

-You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment.

7. Absence without Notice/ Un-approved Leave

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you.

- 1) Return to work within 3 days from the commencement of such absence, and
- 2) Provide satisfactory explanation to management regarding such absence.
- 3) Any GH/CL/WEEK OFF/SUNDAY falling in between continuous unapproved leaves shall be treated as unapproved leave as well and shall be treated as unpaid day.

8. Non-disclosure Agreement

During your employment with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You shall not during your course of employment and two years after you have ceased to be in the employment of this organization, disclose such confidential/proprietary information to any third party and/or any unauthorized person.

All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during your employment shall always remain the property of this organization. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during your employment.

You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by organization.

Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

9. Employment regulations

Whilst employed with the company:

- You will not engage in any trade or profession or undertake any employment, full or part time, while in the service of the company.
- You will have no objection to working extra hours in the morning or the evening according to the requirement of the job.
- You will always carry out your duties with diligence and loyalty, keeping the company's interest paramount.
- You shall not under any circumstances either directly or indirectly, receive or accept for any benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with organization.
- During your employment, you will be bound by the company's rules and regulations framed and enforced from time to time. The company reserves the right to amend or alter the said rules and regulations at its discretion, without any notice thereof and this will be deemed as rules and regulations in terms of your employment.
- The company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your service will be terminated immediately without any notice or any compensation in lieu of the notice period.
- The appointment letter is governed by and shall be construed in accordance with the laws of India, and both parties to this appointment letter shall submit to the exclusive jurisdiction of the Indian courts. This appointment letter contains the entire understanding between the parties and supersedes all previous agreements or/and arrangements relating to employment with the organization. Any amendments or modifications to this appointment letter shall be made in writing and signed by both the parties.
- The terms and conditions of the service are confidential and may not be disclosed to or discussed with anyone.

- You will be required to effectively carryout all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities.
- You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, mis appropriation etc. would warrant strong disciplinary action from the company.
- The emoluments/ benefits due to you will be liable/ subject to deduction of income tax in accordance with the provisions of the Income Tax Act and rules made there under as also other applicable laws, if any, as maybe in force from time to time.

10. ACCEPTANCE

Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

If you fail to indicate your acceptance within a week from the date of appointment letter, this offer of employment will be deemed to have been withdrawn and cancelled.

All other terms and conditions will be governed by the Company's policy as stated from time to time. We are looking forward to your joining us for a long, successful and a mutually beneficial organization.

COMPENSATION STRUCTURE

The bifurcation of your annual compensation is stated below:

EMPLOYEE NAME	Subham Singh
DESIGNATION	Subject Matter Expert
COST TO COMPANY(ANNUALLY)	1,44,000 INR

Variable component is based on component basis or bonus plan.

Yours faithfully

For Edutech Solutions

For employee use only.

I accept the appointment on the terms and conditions contained herein,

NAME:

SIGNATURE:

DATE:



June 21, 2021

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

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

Dear ARNAB GHANTY,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

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

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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

The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along

with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

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

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

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

7. Conflict of Interest:

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

- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

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

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

9. CONFIDENTIALITY:

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

10. Assignment of Intellectual Property

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

11. Posting

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the

remaining provisions of this letter shall continue in full force and effect.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

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

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

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

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

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

ANNEXURE II

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

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

ANNEXURE – III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

ANNEXURE – IV

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills

towards usage of this amount.

- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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

☒ **Signature** ARNAB GHANTY 22/6/2021 9:48 AM

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

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

20831822



Ref: AW/HR/LR911 Date: 02 Aug 2022 Employee Name: Debjit Raha

Employee Number: AW-2021-484

Letter of Promotion

Dear Debjit Raha,

Congratulations!

In recognition of your performance, the management is glad to inform you of your promotion to the post of Sr. Associate - Operations with effect from 01 Aug 2022.

It was a unanimous decision to entrust you with higher responsibilities based on your effectiveness and efficiency in your performance. We hope you continue to deliver the same consistency and great results in your new role and set an example for the other employees of the organization.

As part of the promotion, your annual compensation (Cost to Company) has been revised with an increment w.e.f. 01 Aug 2022.

Fixed Annual Compensation: Rs. 6,92,000.00/-

Performance Linked Annual Bonus: Rs. 84,000.00/-

Your compensation will be subject to statutory deductions and income tax as per the provisions of the Income Tax Act, 1961. Please note that the details are strictly confidential and should not be disclosed or discussed with others.

All other terms and conditions of your employment remain unchanged. We wish you all the best for the journey that awaits you in this new role. Congratulations again!.

For Awign Enterprises Pvt. Ltd.

A handwritten signature in black ink, appearing to read 'A. Sarthak', with a horizontal line underneath.

Annanya Sarthak
Director
Date: 02 Aug 2022

BE YOURSELF, MAKE A DIFFERENCE.



Strictly Private and Confidential

14-Mar-2022

Hrishikesh Bharati

C10905242

Bankola Colliery Mashan Dhoura Ukhra

Subject: Offer of Employment (“Offer”)

Dear **Hrishikesh**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - System and Application Services Associate

Management Level – 12



Please refer to:

Annexure I for the compensation and benefits details.

Annexure II for the documentation to be submitted by you.

Terms of Employment.

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers. This document further enhances and details of the learning opportunities and terms of training / assessments that were previously mentioned in your Letter of Intent.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this offer letter and Terms of Employment.

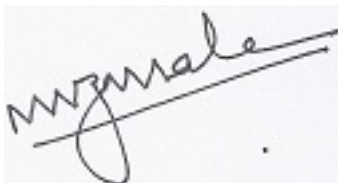
After accepting this Offer, we encourage you visit Countdown to the Company- (<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have any feedback/ suggestion or have any query, feel free to write an e-mail to <http://indiacampus.accenture.com/myzone/accenture/auth/login>.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,

ACKNOWLEDGED AND AGREED:



Mahesh Vasudeo Zurale

Senior Managing Director
Lead, Advanced Technology Centers, India

Hrishikesh Bharati

Date:

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,00,000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	25,500
Maximum Annual Total earning potential (A+B)	3,25,500
(C) Additional Notional Benefits	
# (C) Gratuity as per law + Benefits	8,000
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	3,33,500

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,00,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms.

Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Local Variable Bonus (LVB)

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines. The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

*As defined by applicable law from time to time.

Benefits applicable for current Company Financial year:

In addition to your annual total cash compensation, effective your date of joining, 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 INR 300000/- per annum.
 - a. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plan allow 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 claims for self, spouse and 2 dependent children.
 - 20% of such claims for parents, parents in-law, siblings, and additional children under the separate Insurance plan
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
 - a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with a minimum cover of INR 500000/-.
You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
4. Gratuity as per The Payment of Gratuity Act, 1972.
5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. [#](C)Gratuity amount shown above is an approximation of your eligibility and the 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.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of one (1) year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month.


This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

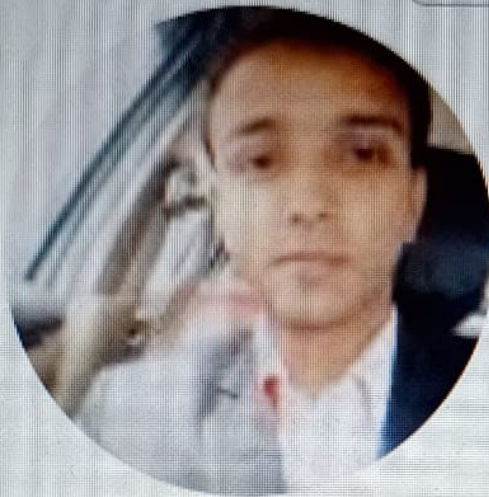
ANNEXURE 2

Mandatory documentation at the time of onboarding:

- Two copies of your recent passport size photographs.
- Original & Copy of X, XII and all semester mark sheets of PG / UG Degrees.
- Original & Copy of Degree/PG/Diploma (as applicable) certificates.
- Pan Card
- Passport copy , if available (if not please apply immediately)
- Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.


Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Edit 





Hrishikesh Bharati


Application Development Associate

Application Development Associate 

Global Technology /ATC - India /.../IE-SS06
/Database POD 

See All 

 Gurugram - DDC5E 

 hrishikesh.bharati@accenture.com

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