

<b>Sl No</b>	<b>Name of student placed AY - 2021-22</b>
1	Sandeep M
2	Tejas K R
3	Kavya K B
4	Praneetha Motla
5	Nithya S
6	Ankit Raj Adhikari
7	Gayathri
8	Prashanth M N
9	Harsha N
10	Vinay NM
11	LAKSHMI S
12	CHETHAN KUMAR R
13	ROHAN R
14	Gajendra T K
15	Sai Prashanth VM
16	APOORVA SHEELVANTH
17	Divya TV
18	MEGHA R S
19	SHAREEN SULLAD
20	Akash Msa
21	Dikshith B R
22	P ARSHIYA
23	Bhavya A S
24	Bhavyashre.G G
25	YUVARAJ K M
26	Sindhu Prasad
27	Srujana Sheela v
28	HARSHA N
29	YUKTHA V



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
Navi Mumbai 400708, Maharashtra, India.  
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 1270810**

## **Letter of Intent ("LOI")**

Dear Sandeep Kumar K,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1270810**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1270810**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1270810**

Thanking you,

Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## ANNEXURE 1

**Sandeep Kumar K**  
**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950





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**Superset ID: 1273521**

## **Letter of Intent ("LOI")**

Dear TEJAS R,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A4** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

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You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1273521**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1273521**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1273521**

Thanking you,  
Yours Sincerely,

**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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# ANNEXURE 1

**TEJAS R**

**Analyst and A4**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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## CONTRACT OF EMPLOYMENT

**Date: March 09, 2022**

**Name : Kavya K B**  
**Candidate ID : 25621599**  
**New Horizon College of Engineering**

Dear **Kavya**,

We refer to the offer letter dated **November 19, 2021** we are pleased to appoint you to the position of **Trainee Decision Scientist** with **Mu Sigma Business Solutions Private Limited** ('Company') effective from **March 09, 2022** ('Effective Date').

This Letter is the form of Contract of Employment that sets out the terms and conditions upon which the Company is prepared to employ you. Your execution of this Contract constitutes your acceptance of entering into employment with the Company on the following terms and conditions:

### **1. Interpretation:**

Unless otherwise provided, in the event of any conflict between this Contract and the Offer Letter, the terms and conditions of this Contract shall prevail.

### **2. Designation:**

You shall be employed as a permanent employee in the capacity of **Trainee Decision Scientist** in the Company from the Effective Date in accordance with the terms and conditions set out herein.

### **3. Place of Posting:**

Your place of posting is **Bangalore** However during your employment with the Company you may be posted or transferred/attached to any other departments/ units/companies/ offices or clients of Company either in India or abroad at the sole discretion of the management of the Company. You may be required to work in shifts if required, based on project requirements. You may also be required to travel to any location as may be specified by the Company for the purposes of the business of the Company.

### **4. Reporting Authority:**

You shall report to an **Apprentice Leader** or any other authorized person nominated by the Company from time to time, who will in turn assign your role, duties and responsibilities in the Company.

### **5. Scope of service:**

You will perform the duties and responsibilities set out by the Company and assigned to you from time to time.

The Company shall be entitled to change or amend the services performed by you at any time on serving a written notice. You are governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

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## **Mu Sigma Business Solutions Private Limited**

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Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com  
CIN: U74140KA2005PTC036309



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## **6. Training**

You will undergo training for a period of 5 months for learning and delivering value real-time every day upon joining depending on the business requirement. The training program is designed to promote your competence, understanding and familiarity of the Company's business as well as enable you to develop a problem-solving mindset.

The Company will be making use of its best resources, not limited to human or technical ones, and is incurring cost for your benefit. The Company will also be using its proprietary and confidential information for the purposes of your Training Program. The Company is incurring an expenditure of approximately Rs. 10,00,000/- (Rupees Ten Lakh Only) towards meeting the costs in connection with Your Training Program.

## **7. Remuneration:**

An estimate of your Cost to Company (CTC) including training is as per **Annexure 1**. Your total compensation will comprise of salary advance, annual base salary, guaranteed bonus, provident fund contributions and any other components listed in **Annexure 2**. The details of the remuneration payable to you are personal and shall be treated with strict confidentiality and shall not be disclosed unless otherwise required by law.

Please note that the various CTC components mentioned in **Annexure 2** will be governed by the prevalent employment policies of the Company as in force from time to time and will be subject to deductions under applicable laws as may be in force from time to time. It will also be dependent on the performance of the Company and market forces surrounding the Company.

## **8. General duties and obligation:**

You shall perform your duties and obligations and carry out your services as contained herein with a reasonable degree of care and skill. You agree to abide by all standards, requirements, rules, regulations, ethics, policies, practices and Information security responsibilities generally recognized in profession and as are established/ altered/amended by the Company from time to time. You will make every effort to protect all data in your and the Company's custody from unauthorized access, disclosure, modification, destruction. You understand and agree to comply with Information Security Policy, not limiting to adherence to acceptable usage of assets, maintain confidentiality and report security events or potential events or other risks to the organization.

## **9. Term:**

This Contract shall come into effect from the Effective Date and shall remain in force until expiry or termination of the Contract in accordance with Section 11.

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## **10. Termination**

### **10.1 Termination at will:**

During the first 54 (fifty-four) months of your employment ('**Fixed Track Tenure**'), this Contract may be terminated by you with 30 days prior notice, you are required to pay the penalty as mentioned in **Annexure 1**. The Company shall be entitled to recover from you the penalty, all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure. The company may terminate your employment for misconduct and recover the penalty from you.

Upon completion of the Fixed Track Tenure, this Contract may be terminated by either the Company or you, without cause by serving a written notice of such termination 30 days or payment of one-month salary in lieu thereof. In the event of termination by the employee without notice or payment in lieu thereof, the Company shall be entitled to recover all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure from you.

### **10.2 Termination for cause:**

The Company shall be entitled to terminate this Contract without notice on any of the following grounds:

- i. Any act or omission by you that is a material breach of your Services under this Contract. Such act or omission shall include any act of willful neglect or refusal to perform your duties under this Contract, any act of willful dishonesty, fraud, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or deliberate material injury with respect to the Company,
- ii. In the event of any unauthorized leave or absence of work exceeding 7 working days.
- iii. In the event that you are convicted for any offence involving moral turpitude or the commission or omission of any act that is likely to bring disrepute to the business of the Company.
- iv. On the insolvency of the Company
- v. On the death of the employee.
- vi. Permanent disability of the employee. For the purposes of this section, if the disability is of a nature that prevents the employee from carrying on his/her Services under this Contract for a consecutive period of 180 days in a 365 day period.

It is clarified that the Company shall be entitled to recover the penalty mentioned in Annexure 1 in case the employment is terminated for cause except for clause iv, v and vi above during the fixed track tenure (54 Months).

## **11. Consequences of termination:**

**11.1** On expiry or termination of this Contract, you shall return to the Company all property belonging to the Company or relating to its business including without limitation all apparatus, computer, software, hardware, media, tapes, conversations (if reduced to writing) designs, notebooks, contracts, lists, blueprints, details of customers, clients, suppliers, and contractors, intellectual property, Proprietary Information, Intellectual property, programs, correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, files, information assets, etc. and all copies thereof. You will also return to the Company all the assets and equipment given to you by

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the Company or assets owned by the client issued for official and/or personal use excluding those assets or items, which are obligatory for you to buy under any Company schemes.

Assets not limiting to peripherals issued during the tenure for official usage, if found damaged (partial or whole) due to negligence and/or not being returned in acceptable working condition upon exit, reasonable replacement and operational cost would be levied wherever applicable

**11.2 Cooperation in Pending Work:** You shall fully cooperate with the Company in all matters relating to the execution or completion of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company following termination of your employment with the Company.

**11.3** On termination, you are no longer obliged to serve the Company as an employee of the Company from the effective date of the termination and the Company's obligation to pay any remuneration to you shall also be terminated henceforth. However, you shall be entitled to receive all salary and other benefits earned till the date of termination.

**12. Retirement:**

You shall retire in the normal course from the employment with the Company on attaining the age on the end of the month following your 60<sup>th</sup> birthday.

**13. Exclusivity:**

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business that conflict the contract of employment whether with or without remuneration in any capacity without the prior written permission of the Company.

**14. Representations:**

You agree to execute any document or assist the Company in any other manner required to carry out and bring into effect the terms of this Contract.

**15. Governing law:**

This Contract shall be governed, interpreted and enforced by and in accordance with the laws of India.

**16. Dispute Resolution:**

All disputes, claims and actions arising out of or resulting from this Contract shall be referred to arbitration proceedings under the Indian Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in the English language and shall be conducted at Bangalore, before the sole Arbitrator to be mutually appointed by the Parties.

**17. Equitable Remedies:**

It is agreed that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of your duties and obligations under this Contract. Accordingly, it is agreed that in the event of a breach thereof, the Company shall be entitled to avail, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Contract.

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**Mu Sigma**

**18. Assignment:**

Your services to the Company are personal and unique. You may therefore not assign nor delegate any of your duties and obligations hereunder except in the normal course of business.

**19. Waiver:**

The Company's failure to insist on the performance of any of your duties or obligations under this Contract shall not be construed at any time as a waiver of any of your duties and obligations under this Contract.

**20. Severability:**

If any provision herein is for any reason held to be void, unlawful or unenforceable, then the remaining provisions shall continue to be valid and enforceable

**21. This Letter Form of Contract of Employment**

Contract along with the annexures and documents attached hereto shall constitute the entire Contract between you and the Company.

**22. Address for communication:**

Unless otherwise provided, all notices and communication and correspondences to the Company shall be dispatched to the registered address of the Company and all communications to you shall be dispatched to the address aforementioned.

**23. Personal Information:**

You shall keep the Company informed about any change in your address, failing which any notice/letter sent by the company to your address provided at the time of interview shall be sufficient for the purpose of this contract.

**24. Non-Disclosure Agreement:**

You agree to abide by the provisions of the Non-Disclosure Agreement to be separately signed by you prior to the effective date. Exhibit A includes a complete list of all inventions that you, either alone or jointly with others, have conceived, developed or reduced to practice prior to commencement of your employment with the Company that you consider to be your property and that you wish to exclude from the scope of this Agreement.

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**Mu Sigma**

**25. Documents:**

For purposes of security verification and identity cards you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India. Such documentation must be provided to us within three (3) business days of the Effective Date or our employment relationship with you may be terminated. Such documents submitted shall be subject to verification and satisfaction of the Company with regard to authenticity of the documents so produced and if not found satisfactory then necessary action could be initiated.

By affixing your signature hereto, you confirm that you have:

- (a) read and understood the contents of this entire Letter Form of Contract of Employment along with the annexures and the exhibits,
- (b) Voluntarily accepted all the terms and conditions contained herein.

We look forward to working with you and welcome you to the Mu Sigma family.

Yours truly,

**For Mu Sigma Business Solutions Private Limited**

**I accept the terms and conditions of this Contract**

*Deepa S. Mahesh*

**Deepa S Mahesh  
Director**

**Kavya K B**

**Place : Bangalore**

**Place : \_\_\_\_\_**

**Date : March 09, 2022**

**Date : \_\_\_\_\_**

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**Mu Sigma Business Solutions Private Limited**



Mu Sigma

EXHIBIT A

EMPLOYEE PROPRIETARY INFORMATION

TO: MU SIGMA BUSINESS SOLUTIONS PVT. LTD.

FROM (Employee Name) : Kavya K B

DATE : March 09, 2022

SUBJECT : Previous Inventions

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my employment by MU SIGMA BUSINESS SOLUTIONS PVT. LTD. (the "Company") that have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement by the Company:

No inventions or improvements.

See below:

\_\_\_\_\_  
\_\_\_\_\_

Additional sheets attached.

2. Due to a prior confidentiality agreement, I cannot complete the disclosure under Section 1 above with respect to inventions or improvements generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following party(ies):

	Invention or Improvement	Party(ies)	Relationship
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	

Additional sheets attached

Mu Sigma Business Solutions Private Limited



Mu Sigma

Annexure 1

TOTAL Cost to Company Breakup (in INR)							
S.No	Particulars	Company's Investment	2022	2024	2025	2026	CTC over 4 jumps
1	<b>On The Job Training</b>	<b>10,00,000<sup>1</sup></b>					
2	<b>Salary advance for training period</b>	<b>1,14,500</b>					
3	<b>CTC on completion of under-graduation</b>		<b>3,00,000</b>				
4	1 <sup>st</sup> guaranteed year-end bonus (paid in Jan 2024)		<b>50,000<sup>2</sup></b>				
5	<b>1<sup>st</sup> Jump - Jan 2024</b> Compensation Revision			<b>5,00,000</b>			
6	2 <sup>nd</sup> guaranteed year-end bonus (paid in Jan 2025)			<b>1,00,000<sup>2</sup></b>			
7	<b>2<sup>nd</sup> Jump - Jan 2025</b> Compensation revision				<b>7,00,000</b>		
8	3 <sup>rd</sup> guaranteed year-end bonus (paid in Jan 2026)				<b>1,50,000<sup>2</sup></b>		
9	<b>3<sup>rd</sup> Jump - Jan 2026</b> Compensation revision					<b>10,00,000</b>	
10	4 <sup>th</sup> variable bonus (paid in Jan 2027)					<b>2,00,000<sup>2</sup></b>	
11	<b>Total Cost to Company</b> (Training cost & salary over four jumps)						<b>41,14,500</b>

<sup>1</sup>On the job training provided by Mu Sigma is worth INR 10,00,000 and will not be paid in cash to employee

<sup>2</sup>Guaranteed bonus is applicable on completion of undergraduate program and paid after completion of 1 year of service

**Notes:**

- Mu Sigma would be investing approx. **INR 10,00,000** to provide critical training on building problem solving capability, business context and designing decision frameworks while using our Art of Problem Solving (AoPS™) ecosystem to solve real world problems of Fortune 500 organizations
- You should be on the rolls of the Company at the time of the payout to be eligible for the performance linked bonus. You will not be eligible for this payout if you have resigned/exited or are serving notice.

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CIN: U74140KA2005PTC036309



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**Penalty:**

If the employee decides to leave the Company within the 4.5-year period from the date of joining, there would be a penalty applicable in addition to serving a 30-day Notice Period. The penalty would be a multiple of the investment cost incurred by Mu Sigma (investment cost = Rs.10,00,000) and dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

<b>Tenure calculated from date of joining</b>	<b>Penalty</b>	<b>Penalty amount (in INR)</b>
0 – 42 months	1.0 x Investment Cost	10,00,000
43 – 54 months	0.75 x Investment Cost	7,50,000

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CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 2

COMPENSATION BREAKUP (in INR)					
SL No	Particulars	Per Annum	Per Annum	Per Annum	Per Annum
	<b>Salary Advance for Training Period</b>	<b>114,500</b>			
	<b>Fixed Compensation Break Up on Joining</b>				
1	Basic Pay	1,84,800			
2	HRA	56,640			
3	Statutory Bonus	36,960			
4	Employer's Contribution to PF*	21,600			
	<b>Total compensation on Joining</b>	<b>3,00,000</b>			
	1 <sup>st</sup> guaranteed year-end bonus (paid in Jan 2024)	<b>50,000<sup>2</sup></b>			
	<b>Fixed Compensation Break Up on 1<sup>st</sup> Jump Jan 2024</b>				
1	Basic pay		2,25,000		
2	HRA		90,000		
3	Statutory Bonus		36,960		
4	Special Allowance		1,26,440		
5	Employer's Contribution to PF*		21,600		
	<b>Total Compensation on 1<sup>st</sup> Jump</b>		<b>500,000</b>		
	2 <sup>nd</sup> guaranteed year-end bonus (paid in Jan 2025)		<b>1,00,000<sup>2</sup></b>		
	<b>Fixed Compensation Break Up on 2<sup>nd</sup> Jump Jan 2025</b>				
1	Basic pay			3,15,000	
2	HRA			1,26,000	
3	Special Allowance			2,37,400	
4	Employer's Contribution to PF*			21,600	
	<b>Total Compensation on 2<sup>nd</sup> Jump</b>			<b>7,00,000</b>	
	3 <sup>rd</sup> guaranteed year-end bonus (paid in Jan 2026)			<b>1,50,000<sup>2</sup></b>	
	<b>Fixed Compensation Break Up on 3<sup>rd</sup> Jump Jan 2026</b>				
1	Basic pay				4,50,000
2	HRA				1,80,000
3	Special Allowance				3,48,400
4	Employer's Contribution to PF*				21,600
	<b>Total Compensation on 3<sup>rd</sup> Jump</b>				<b>1,000,000</b>
	4 <sup>th</sup> variable bonus (paid in Jan 2027)				<b>2,00,000<sup>2</sup></b>

**Mu Sigma Business Solutions Private Limited**

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CIN: U74140KA2005PTC036309



**Mu Sigma**

**Annexure 3 (Undertaking)**

I **Kavya K B**, accept the appointment with **Mu Sigma Business Solutions Pvt. Ltd** ('the Company') as an Employee, and have accordingly executed the Employment Agreement, effective **March 09, 2022** ('Effective Date'). Pending my employment with the Company coming into force, the Company, with a view to ensure seamless onboarding is sending across a laptop and accessories. Pending my Employment with the Company coming into force and thereafter, I hereby undertake that I shall:

1. Return the laptop and accessories, provided to me by the Company:
  - a. If I do not report to duty to be onboarded with the Company on the Effective Date, within 1 day from the Effective Date
  - b. If the offer of the Company is rescinded (due to misrepresentation of facts) prior to the Effective Date, within 1 day from the date of the rescission
  - c. If the employment is terminated by either the Company or me for any reason, on the date of leaving the Company

I understand that I will be liable under the applicable laws in force, not excluding civil and criminal liability, in the event I do not conform to the above-mentioned undertaking.

**Date** : \_\_\_\_\_

**Place** : \_\_\_\_\_

**Signature:** \_\_\_\_\_

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## CONTRACT OF EMPLOYMENT

**Date: March 09, 2022**

**Name : Motla Praneetha**  
**Candidate ID : 25621736**  
**New Horizon College of Engineering**

Dear **Motlapraneetha**,

We refer to the offer letter dated **November 19, 2021** we are pleased to appoint you to the position of **Trainee Decision Scientist** with **Mu Sigma Business Solutions Private Limited** ('Company') effective from **March 09, 2022** ('Effective Date').

This Letter is the form of Contract of Employment that sets out the terms and conditions upon which the Company is prepared to employ you. Your execution of this Contract constitutes your acceptance of entering into employment with the Company on the following terms and conditions:

### **1. Interpretation:**

Unless otherwise provided, in the event of any conflict between this Contract and the Offer Letter, the terms and conditions of this Contract shall prevail.

### **2. Designation:**

You shall be employed as a permanent employee in the capacity of **Trainee Decision Scientist** in the Company from the Effective Date in accordance with the terms and conditions set out herein.

### **3. Place of Posting:**

Your place of posting is **Bangalore** However during your employment with the Company you may be posted or transferred/attached to any other departments/ units/companies/ offices or clients of Company either in India or abroad at the sole discretion of the management of the Company. You may be required to work in shifts if required, based on project requirements. You may also be required to travel to any location as may be specified by the Company for the purposes of the business of the Company.

### **4. Reporting Authority:**

You shall report to an **Apprentice Leader** or any other authorized person nominated by the Company from time to time, who will in turn assign your role, duties and responsibilities in the Company.

### **5. Scope of service:**

You will perform the duties and responsibilities set out by the Company and assigned to you from time to time.

The Company shall be entitled to change or amend the services performed by you at any time on serving a written notice. You are governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

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## **6. Training**

You will undergo training for a period of 5 months for learning and delivering value real-time every day upon joining depending on the business requirement. The training program is designed to promote your competence, understanding and familiarity of the Company's business as well as enable you to develop a problem-solving mindset.

The Company will be making use of its best resources, not limited to human or technical ones, and is incurring cost for your benefit. The Company will also be using its proprietary and confidential information for the purposes of your Training Program. The Company is incurring an expenditure of approximately Rs. 10,00,000/- (Rupees Ten Lakh Only) towards meeting the costs in connection with Your Training Program.

## **7. Remuneration:**

An estimate of your Cost to Company (CTC) including training is as per **Annexure 1**. Your total compensation will comprise of salary advance, annual base salary, guaranteed bonus, provident fund contributions and any other components listed in **Annexure 2**. The details of the remuneration payable to you are personal and shall be treated with strict confidentiality and shall not be disclosed unless otherwise required by law.

Please note that the various CTC components mentioned in **Annexure 2** will be governed by the prevalent employment policies of the Company as in force from time to time and will be subject to deductions under applicable laws as may be in force from time to time. It will also be dependent on the performance of the Company and market forces surrounding the Company.

## **8. General duties and obligation:**

You shall perform your duties and obligations and carry out your services as contained herein with a reasonable degree of care and skill. You agree to abide by all standards, requirements, rules, regulations, ethics, policies, practices and Information security responsibilities generally recognized in profession and as are established/ altered/amended by the Company from time to time. You will make every effort to protect all data in your and the Company's custody from unauthorized access, disclosure, modification, destruction. You understand and agree to comply with Information Security Policy, not limiting to adherence to acceptable usage of assets, maintain confidentiality and report security events or potential events or other risks to the organization.

## **9. Term:**

This Contract shall come into effect from the Effective Date and shall remain in force until expiry or termination of the Contract in accordance with Section 11.

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## **10. Termination**

### **10.1 Termination at will:**

During the first 54 (fifty-four) months of your employment ('**Fixed Track Tenure**'), this Contract may be terminated by you with 30 days prior notice, you are required to pay the penalty as mentioned in **Annexure 1**. The Company shall be entitled to recover from you the penalty, all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure. The company may terminate your employment for misconduct and recover the penalty from you.

Upon completion of the Fixed Track Tenure, this Contract may be terminated by either the Company or you, without cause by serving a written notice of such termination 30 days or payment of one-month salary in lieu thereof. In the event of termination by the employee without notice or payment in lieu thereof, the Company shall be entitled to recover all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure from you.

### **10.2 Termination for cause:**

The Company shall be entitled to terminate this Contract without notice on any of the following grounds:

- i. Any act or omission by you that is a material breach of your Services under this Contract. Such act or omission shall include any act of willful neglect or refusal to perform your duties under this Contract, any act of willful dishonesty, fraud, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or deliberate material injury with respect to the Company,
- ii. In the event of any unauthorized leave or absence of work exceeding 7 working days.
- iii. In the event that you are convicted for any offence involving moral turpitude or the commission or omission of any act that is likely to bring disrepute to the business of the Company.
- iv. On the insolvency of the Company
- v. On the death of the employee.
- vi. Permanent disability of the employee. For the purposes of this section, if the disability is of a nature that prevents the employee from carrying on his/her Services under this Contract for a consecutive period of 180 days in a 365 day period.

It is clarified that the Company shall be entitled to recover the penalty mentioned in Annexure 1 in case the employment is terminated for cause except for clause iv, v and vi above during the fixed track tenure (54 Months).

## **11. Consequences of termination:**

**11.1** On expiry or termination of this Contract, you shall return to the Company all property belonging to the Company or relating to its business including without limitation all apparatus, computer, software, hardware, media, tapes, conversations (if reduced to writing) designs, notebooks, contracts, lists, blueprints, details of customers, clients, suppliers, and contractors, intellectual property, Proprietary Information, Intellectual property, programs, correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, files, information assets, etc. and all copies thereof. You will also return to the Company all the assets and equipment given to you by

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**Mu Sigma**

the Company or assets owned by the client issued for official and/or personal use excluding those assets or items, which are obligatory for you to buy under any Company schemes.

Assets not limiting to peripherals issued during the tenure for official usage, if found damaged (partial or whole) due to negligence and/or not being returned in acceptable working condition upon exit, reasonable replacement and operational cost would be levied wherever applicable

**11.2 Cooperation in Pending Work:** You shall fully cooperate with the Company in all matters relating to the execution or completion of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company following termination of your employment with the Company.

**11.3** On termination, you are no longer obliged to serve the Company as an employee of the Company from the effective date of the termination and the Company's obligation to pay any remuneration to you shall also be terminated henceforth. However, you shall be entitled to receive all salary and other benefits earned till the date of termination.

**12. Retirement:**

You shall retire in the normal course from the employment with the Company on attaining the age on the end of the month following your 60<sup>th</sup> birthday.

**13. Exclusivity:**

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business that conflict the contract of employment whether with or without remuneration in any capacity without the prior written permission of the Company.

**14. Representations:**

You agree to execute any document or assist the Company in any other manner required to carry out and bring into effect the terms of this Contract.

**15. Governing law:**

This Contract shall be governed, interpreted and enforced by and in accordance with the laws of India.

**16. Dispute Resolution:**

All disputes, claims and actions arising out of or resulting from this Contract shall be referred to arbitration proceedings under the Indian Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in the English language and shall be conducted at Bangalore, before the sole Arbitrator to be mutually appointed by the Parties.

**17. Equitable Remedies:**

It is agreed that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of your duties and obligations under this Contract. Accordingly, it is agreed that in the event of a breach thereof, the Company shall be entitled to avail, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Contract.

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**18. Assignment:**

Your services to the Company are personal and unique. You may therefore not assign nor delegate any of your duties and obligations hereunder except in the normal course of business.

**19. Waiver:**

The Company's failure to insist on the performance of any of your duties or obligations under this Contract shall not be construed at any time as a waiver of any of your duties and obligations under this Contract.

**20. Severability:**

If any provision herein is for any reason held to be void, unlawful or unenforceable, then the remaining provisions shall continue to be valid and enforceable

**21. This Letter Form of Contract of Employment**

Contract along with the annexures and documents attached hereto shall constitute the entire Contract between you and the Company.

**22. Address for communication:**

Unless otherwise provided, all notices and communication and correspondences to the Company shall be dispatched to the registered address of the Company and all communications to you shall be dispatched to the address aforementioned.

**23. Personal Information:**

You shall keep the Company informed about any change in your address, failing which any notice/letter sent by the company to your address provided at the time of interview shall be sufficient for the purpose of this contract.

**24. Non-Disclosure Agreement:**

You agree to abide by the provisions of the Non-Disclosure Agreement to be separately signed by you prior to the effective date. Exhibit A includes a complete list of all inventions that you, either alone or jointly with others, have conceived, developed or reduced to practice prior to commencement of your employment with the Company that you consider to be your property and that you wish to exclude from the scope of this Agreement.

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**25. Documents:**

For purposes of security verification and identity cards you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India. Such documentation must be provided to us within three (3) business days of the Effective Date or our employment relationship with you may be terminated. Such documents submitted shall be subject to verification and satisfaction of the Company with regard to authenticity of the documents so produced and if not found satisfactory then necessary action could be initiated.

By affixing your signature hereto, you confirm that you have:

- (a) read and understood the contents of this entire Letter Form of Contract of Employment along with the annexures and the exhibits,
- (b) Voluntarily accepted all the terms and conditions contained herein.

We look forward to working with you and welcome you to the Mu Sigma family.

Yours truly,

**For Mu Sigma Business Solutions Private Limited**

**I accept the terms and conditions of this Contract**

**Deepa S Mahesh**  
**Director**

**Motla Praneetha**

**Place : Bangalore**

**Place : \_\_\_\_\_**

**Date : March 09, 2022**

**Date : \_\_\_\_\_**

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**Mu Sigma Business Solutions Private Limited**



Mu Sigma

EXHIBIT A

EMPLOYEE PROPRIETARY INFORMATION

TO: MU SIGMA BUSINESS SOLUTIONS PVT. LTD.

FROM (Employee Name) : Motla Praneetha

DATE : March 09, 2022

SUBJECT : Previous Inventions

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my employment by MU SIGMA BUSINESS SOLUTIONS PVT. LTD. (the "Company") that have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement by the Company:

No inventions or improvements.

See below:

\_\_\_\_\_  
\_\_\_\_\_

Additional sheets attached.

2. Due to a prior confidentiality agreement, I cannot complete the disclosure under Section 1 above with respect to inventions or improvements generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following party(ies):

	Invention or Improvement	Party(ies)	Relationship
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	

Additional sheets attached

Mu Sigma Business Solutions Private Limited



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Annexure 1

TOTAL Cost to Company Breakup (in INR)							
S.No	Particulars	Company's Investment	2022	2024	2025	2026	CTC over 4 jumps
1	<b>On The Job Training</b>	<b>10,00,000<sup>1</sup></b>					
2	<b>Salary advance for training period</b>	<b>1,14,500</b>					
3	<b>CTC on completion of under-graduation</b>		<b>3,00,000</b>				
4	1 <sup>st</sup> guaranteed year-end bonus (paid in Jan 2024)		<b>50,000<sup>2</sup></b>				
5	<b>1<sup>st</sup> Jump - Jan 2024</b> Compensation Revision			<b>5,00,000</b>			
6	2 <sup>nd</sup> guaranteed year-end bonus (paid in Jan 2025)			<b>1,00,000<sup>2</sup></b>			
7	<b>2<sup>nd</sup> Jump - Jan 2025</b> Compensation revision				<b>7,00,000</b>		
8	3 <sup>rd</sup> guaranteed year-end bonus (paid in Jan 2026)				<b>1,50,000<sup>2</sup></b>		
9	<b>3<sup>rd</sup> Jump - Jan 2026</b> Compensation revision					<b>10,00,000</b>	
10	4 <sup>th</sup> variable bonus (paid in Jan 2027)					<b>2,00,000<sup>2</sup></b>	
11	<b>Total Cost to Company</b> (Training cost & salary over four jumps)						<b>41,14,500</b>

<sup>1</sup>On the job training provided by Mu Sigma is worth INR 10,00,000 and will not be paid in cash to employee

<sup>2</sup>Guaranteed bonus is applicable on completion of undergraduate program and paid after completion of 1 year of service

**Notes:**

- Mu Sigma would be investing approx. **INR 10,00,000** to provide critical training on building problem solving capability, business context and designing decision frameworks while using our Art of Problem Solving (AoPS™) ecosystem to solve real world problems of Fortune 500 organizations
- You should be on the rolls of the Company at the time of the payout to be eligible for the performance linked bonus. You will not be eligible for this payout if you have resigned/exited or are serving notice.

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**Penalty:**

If the employee decides to leave the Company within the 4.5-year period from the date of joining, there would be a penalty applicable in addition to serving a 30-day Notice Period. The penalty would be a multiple of the investment cost incurred by Mu Sigma (investment cost = Rs.10,00,000) and dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

<b>Tenure calculated from date of joining</b>	<b>Penalty</b>	<b>Penalty amount (in INR)</b>
0 – 42 months	1.0 x Investment Cost	10,00,000
43 – 54 months	0.75 x Investment Cost	7,50,000

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Annexure 2

COMPENSATION BREAKUP (in INR)					
SL No	Particulars	Per Annum	Per Annum	Per Annum	Per Annum
	<b>Salary Advance for Training Period</b>	<b>114,500</b>			
	<b>Fixed Compensation Break Up on Joining</b>				
1	Basic Pay	1,84,800			
2	HRA	56,640			
3	Statutory Bonus	36,960			
4	Employer's Contribution to PF*	21,600			
	<b>Total compensation on Joining</b>	<b>3,00,000</b>			
	1 <sup>st</sup> guaranteed year-end bonus (paid in Jan 2024)	<b>50,000<sup>2</sup></b>			
	<b>Fixed Compensation Break Up on 1<sup>st</sup> Jump Jan 2024</b>				
1	Basic pay		2,25,000		
2	HRA		90,000		
3	Statutory Bonus		36,960		
4	Special Allowance		1,26,440		
5	Employer's Contribution to PF*		21,600		
	<b>Total Compensation on 1<sup>st</sup> Jump</b>		<b>500,000</b>		
	2 <sup>nd</sup> guaranteed year-end bonus (paid in Jan 2025)		<b>1,00,000<sup>2</sup></b>		
	<b>Fixed Compensation Break Up on 2<sup>nd</sup> Jump Jan 2025</b>				
1	Basic pay			3,15,000	
2	HRA			1,26,000	
3	Special Allowance			2,37,400	
4	Employer's Contribution to PF*			21,600	
	<b>Total Compensation on 2<sup>nd</sup> Jump</b>			<b>7,00,000</b>	
	3 <sup>rd</sup> guaranteed year-end bonus (paid in Jan 2026)			<b>1,50,000<sup>2</sup></b>	
	<b>Fixed Compensation Break Up on 3<sup>rd</sup> Jump Jan 2026</b>				
1	Basic pay				4,50,000
2	HRA				1,80,000
3	Special Allowance				3,48,400
4	Employer's Contribution to PF*				21,600
	<b>Total Compensation on 3<sup>rd</sup> Jump</b>				<b>1,000,000</b>
	4 <sup>th</sup> variable bonus (paid in Jan 2027)				<b>2,00,000<sup>2</sup></b>

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**Mu Sigma**

**Annexure 3 (Undertaking)**

I **Motla Praneetha**, accept the appointment with **Mu Sigma Business Solutions Pvt. Ltd** ('the Company') as an Employee, and have accordingly executed the Employment Agreement, effective **March 09, 2022** ('Effective Date'). Pending my employment with the Company coming into force, the Company, with a view to ensure seamless onboarding is sending across a laptop and accessories. Pending my Employment with the Company coming into force and thereafter, I hereby undertake that I shall:

1. Return the laptop and accessories, provided to me by the Company:
  - a. If I do not report to duty to be onboarded with the Company on the Effective Date, within 1 day from the Effective Date
  - b. If the offer of the Company is rescinded (due to misrepresentation of facts) prior to the Effective Date, within 1 day from the date of the rescission
  - c. If the employment is terminated by either the Company or me for any reason, on the date of leaving the Company

I understand that I will be liable under the applicable laws in force, not excluding civil and criminal liability, in the event I do not conform to the above-mentioned undertaking.

**Date** : \_\_\_\_\_

**Place** : \_\_\_\_\_

**Signature:** \_\_\_\_\_

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Mu Sigma

## CONTRACT OF EMPLOYMENT

Date: November 19, 2021

Name : Nithya S  
Candidate ID : 25621721  
New Horizon College of Engineering

Dear Nithya,

We refer to the offer letter dated **October 25, 2021** we are pleased to appoint you to the position of **Trainee Decision Scientist** with **Mu Sigma Business Solutions Private Limited ('Company')** effective from **January 04, 2022 ('Effective Date')**.

This Letter is the form of Contract of Employment that sets out the terms and conditions upon which the Company is prepared to employ you. Your execution of this Contract constitutes your acceptance of entering into employment with the Company on the following terms and conditions:

### **1. Interpretation:**

Unless otherwise provided, in the event of any conflict between this Contract and the Offer Letter, the terms and conditions of this Contract shall prevail.

### **2. Designation:**

You shall be employed as a permanent employee in the capacity of **Trainee Decision Scientist** in the Company from the Effective Date in accordance with the terms and conditions set out herein.

### **3. Place of Posting:**

Your place of posting is **Bangalore** However during your employment with the Company you may be posted or transferred/attached to any other departments/ units/companies/ offices or clients of Company either in India or abroad at the sole discretion of the management of the Company. You may be required to work in shifts if required, based on project requirements. You may also be required to travel to any location as may be specified by the Company for the purposes of the business of the Company.

### **4. Reporting Authority:**

You shall report to an **Apprentice Leader** or any other authorized person nominated by the Company from time to time, who will in turn assign your role, duties and responsibilities in the Company.

### **5. Scope of service:**

You will perform the duties and responsibilities set out by the Company and assigned to you from time to time.

The Company shall be entitled to change or amend the services performed by you at any time on serving a written notice. You are governed by the service rules and regulations of the Company which are in force or may come in force from time to time.

---

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#### **6. Training**

You will undergo training for a period of 5 months for learning and delivering value real-time every day upon joining depending on the business requirement. The training program is designed to promote your competence, understanding and familiarity of the Company's business as well as enable you to develop a problem-solving mindset.

The Company will be making use of its best resources, not limited to human or technical ones, and is incurring cost for your benefit. The Company will also be using its proprietary and confidential information for the purposes of your Training Program. The Company is incurring an expenditure of approximately Rs. 10,00,000/- (Rupees Ten Lakh Only) towards meeting the costs in connection with Your Training Program.

#### **7. Remuneration:**

An estimate of your Cost to Company (CTC) including training is as per **Annexure 1**. Your total compensation will comprise of salary advance, annual base salary, guaranteed bonus, provident fund contributions and any other components listed in **Annexure 2**. The details of the remuneration payable to you are personal and shall be treated with strict confidentiality and shall not be disclosed unless otherwise required by law.

Please note that the various CTC components mentioned in **Annexure 2** will be governed by the prevalent employment policies of the Company as in force from time to time and will be subject to deductions under applicable laws as may be in force from time to time. It will also be dependent on the performance of the Company and market forces surrounding the Company.

#### **8. General duties and obligation:**

You shall perform your duties and obligations and carry out your services as contained herein with a reasonable degree of care and skill. You agree to abide by all standards, requirements, rules, regulations, ethics, policies, practices and Information security responsibilities generally recognized in profession and as are established/ altered/amended by the Company from time to time. You will make every effort to protect all data in your and the Company's custody from unauthorized access, disclosure, modification, destruction. You understand and agree to comply with Information Security Policy, not limiting to adherence to acceptable usage of assets, maintain confidentiality and report security events or potential events or other risks to the organization.

#### **9. Term:**

This Contract shall come into effect from the Effective Date and shall remain in force until expiry or termination of the Contract in accordance with Section 11.

---

## **Mu Sigma Business Solutions Private Limited**

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Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309





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## 10. Termination

### 10.1 Termination at will:

During the first 54 (fifty-four) months of your employment ('**Fixed Track Tenure**'), this Contract may be terminated by you with 30 days prior notice, you are required to pay the penalty as mentioned in **Annexure 1**. The Company shall be entitled to recover from you the penalty, all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure. The company may terminate your employment for misconduct and recover the penalty from you.

Upon completion of the Fixed Track Tenure, this Contract may be terminated by either the Company or you, **without cause** by serving a written notice of such termination 30 days or payment of one-month salary in lieu thereof. In the event of termination by the employee without notice or payment in lieu thereof, the Company shall be entitled to recover all costs and expenses incurred in enforcing this Contract including attorney's fees and other reasonable expenditure from you.

### 10.2 Termination for cause:

The Company shall be entitled to terminate this Contract without notice on any of the following grounds:

- i. Any act or omission by you that is a material breach of your Services under this Contract. Such act or omission shall include any act of willful neglect or refusal to perform your duties under this Contract, any act of willful dishonesty, fraud, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without valid reason or deliberate material injury with respect to the Company,
- ii. In the event of any unauthorized leave or absence of work exceeding 7 working days.
- iii. In the event that you are convicted for any offence involving moral turpitude or the commission or omission of any act that is likely to bring disrepute to the business of the Company.
- iv. On the insolvency of the Company
- v. On the death of the employee.
- vi. Permanent disability of the employee. For the purposes of this section, if the disability is of a nature that prevents the employee from carrying on his/her Services under this Contract for a consecutive period of 180 days in a 365 day period.

It is clarified that the Company shall be entitled to recover the penalty mentioned in Annexure 1 in case the employment is terminated for cause except for clause iv, v and vi above during the fixed track tenure (54 Months).

## 11. Consequences of termination:

11.1 On expiry or termination of this Contract, you shall return to the Company all property belonging to the Company or relating to its business including without limitation all apparatus, computer, software, hardware, media, tapes, conversations (if reduced to writing) designs, notebooks, contracts, lists, blueprints, details of customers, clients, suppliers, and contractors, intellectual property, Proprietary Information, Intellectual property, programs, correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or records, files, information assets, etc. and all copies thereof. You will also return to the Company all the assets and equipment given to you by

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the Company or assets owned by the client issued for official and/or personal use excluding those assets or items, which are obligatory for you to buy under any Company schemes.

Assets not limiting to peripherals issued during the tenure for official usage, if found damaged (partial or whole) due to negligence and/or not being returned in acceptable working condition upon exit, reasonable replacement and operational cost would be levied wherever applicable

**11.2 Cooperation in Pending Work:** You shall fully cooperate with the Company in all matters relating to the execution or completion of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company following termination of your employment with the Company.

**11.3** On termination, you are no longer obliged to serve the Company as an employee of the Company from the effective date of the termination and the Company's obligation to pay any remuneration to you shall also be terminated henceforth. However, you shall be entitled to receive all salary and other benefits earned till the date of termination.

**12. Retirement:**

You shall retire in the normal course from the employment with the Company on attaining the age on the end of the month following your 60<sup>th</sup> birthday.

**13. Exclusivity:**

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business that conflict the contract of employment whether with or without remuneration in any capacity without the prior written permission of the Company.

**14. Representations:**

You agree to execute any document or assist the Company in any other manner required to carry out and bring into effect the terms of this Contract.

**15. Governing law:**

This Contract shall be governed, interpreted and enforced by and in accordance with the laws of India.

**16. Dispute Resolution:**

All disputes, claims and actions arising out of or resulting from this Contract shall be referred to arbitration proceedings under the Indian Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be conducted in the English language and shall be conducted at Bangalore, before the sole Arbitrator to be mutually appointed by the Parties.

**17. Equitable Remedies:**

It is agreed that it would be impossible or inadequate to measure and calculate the Company's damages from any breach of your duties and obligations under this Contract. Accordingly, it is agreed that in the event of a breach thereof, the Company shall be entitled to avail, in addition to any other right or remedy available, the right to obtain an injunction from a court of competent jurisdiction restraining such breach or threatened breach and to specific performance of any such provision of this Contract.

---

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CIN: U74140KA2005PTC036309





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**18. Assignment:**

Your services to the Company are personal and unique. You may therefore not assign nor delegate any of your duties and obligations hereunder except in the normal course of business.

**19. Waiver:**

The Company's failure to insist on the performance of any of your duties or obligations under this Contract shall not be construed at any time as a waiver of any of your duties and obligations under this Contract.

**20. Severability:**

If any provision herein is for any reason held to be void, unlawful or unenforceable, then the remaining provisions shall continue to be valid and enforceable

**21. This Letter Form of Contract of Employment**

Contract along with the annexures and documents attached hereto shall constitute the entire Contract between you and the Company.

**22. Address for communication:**

Unless otherwise provided, all notices and communication and correspondences to the Company shall be dispatched to the registered address of the Company and all communications to you shall be dispatched to the address aforementioned.

**23. Personal Information:**

You shall keep the Company informed about any change in your address, failing which any notice/letter sent by the company to your address provided at the time of interview shall be sufficient for the purpose of this contract.

**24. Non-Disclosure Agreement:**

You agree to abide by the provisions of the Non-Disclosure Agreement to be separately signed by you prior to the effective date. Exhibit A includes a complete list of all inventions that you, either alone or jointly with others, have conceived, developed or reduced to practice prior to commencement of your employment with the Company that you consider to be your property and that you wish to exclude from the scope of this Agreement.

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**25. Documents:**

For purposes of security verification and identity cards you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India. Such documentation must be provided to us within three (3) business days of the Effective Date or our employment relationship with you may be terminated. Such documents submitted shall be subject to verification and satisfaction of the Company with regard to authenticity of the documents so produced and if not found satisfactory then necessary action could be initiated.

By affixing your signature hereto, you confirm that you have:

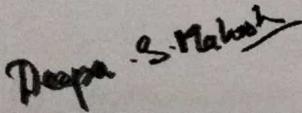
- (a) read and understood the contents of this entire Letter Form of Contract of Employment along with the annexures and the exhibits,
- (b) Voluntarily accepted all the terms and conditions contained herein.

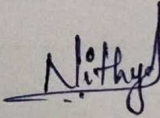
We look forward to working with you and welcome you to the Mu Sigma family.

Yours truly,

**For Mu Sigma Business Solutions Private Limited**

**I accept the terms and conditions of this Contract**





**Deepa S Mahesh**  
Director

**Nithya S**

**Place : Bangalore**

**Place :** Bangalore.

**Date : January 04, 2022**

**Date :** 25/11/2021.

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EXHIBIT A

EMPLOYEE PROPRIETARY INFORMATION

TO: MU SIGMA BUSINESS SOLUTIONS PVT. LTD.

FROM (Employee Name) : Nithya S

DATE : January 04, 2022

SUBJECT : Previous Inventions

1. Except as listed in Section 2 below, the following is a complete list of all inventions or improvements relevant to the subject matter of my employment by MU SIGMA BUSINESS SOLUTIONS PVT. LTD. (the "Company") that have been made or conceived or first reduced to practice by me alone or jointly with others prior to my engagement by the Company:

No inventions or improvements.

See below:

\_\_\_\_\_  
\_\_\_\_\_

Additional sheets attached.

2. Due to a prior confidentiality agreement, I cannot complete the disclosure under Section 1 above with respect to inventions or improvements generally listed below, the proprietary rights and duty of confidentiality with respect to which I owe to the following party(ies):

	Invention or Improvement	Party(ies)	Relationship
1.	_____	_____	
2.	_____	_____	
3.	_____	_____	

Additional sheets attached

Mu Sigma Business Solutions Private Limited

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Annexure 1

TOTAL Cost to Company Breakup (in INR)							
S.No	Particulars	Company's Investment	2022	2024	2025	2026	CTC over 4 jumps
1	On The Job Training	10,00,000 <sup>1</sup>					
2	Salary advance for training period	1,14,500					
3	CTC on completion of under-graduation		3,00,000				
4	1 <sup>st</sup> guaranteed year-end bonus (paid in Jan 2024)		50,000 <sup>2</sup>				
5	1 <sup>st</sup> Jump - Jan 2024 Compensation Revision			5,00,000			
6	2 <sup>nd</sup> guaranteed year-end bonus (paid in Jan 2025)			1,00,000 <sup>2</sup>			
7	2 <sup>nd</sup> Jump - Jan 2025 Compensation revision				7,00,000		
8	3 <sup>rd</sup> guaranteed year-end bonus (paid in Jan 2026)				1,50,000 <sup>2</sup>		
9	3 <sup>rd</sup> Jump - Jan 2026 Compensation revision					10,00,000	
10	4 <sup>th</sup> variable bonus (paid in Jan 2027)					2,00,000 <sup>2</sup>	
11	<b>Total Cost to Company</b> (Training cost & salary over four jumps)						<b>41,14,500</b>

<sup>1</sup>On the job training provided by Mu Sigma is worth INR 10,00,000 and will not be paid in cash to employee  
<sup>2</sup>Guaranteed bonus is applicable on completion of undergraduate program and paid after completion of 1 year of service

**Notes:**

- Mu Sigma would be investing approx. **INR 10,00,000** to provide critical training on building problem solving capability, business context and designing decision frameworks while using our Art of Problem Solving (AoPS™) ecosystem to solve real world problems of Fortune 500 organizations
- You should be on the rolls of the Company at the time of the payout to be eligible for the performance linked bonus. You will not be eligible for this payout if you have resigned/exited or are serving notice.

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**Penalty:**

If the employee decides to leave the Company within the 4.5-year period from the date of joining, there would be a penalty applicable in addition to serving a 30-day Notice Period. The penalty would be a multiple of the investment cost incurred by Mu Sigma (investment cost = Rs.10,00,000) and dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty	Penalty amount (in INR)
0 – 42 months	1.0 x Investment Cost	10,00,000
43 – 54 months	0.75 x Investment Cost	7,50,000

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Annexure 2

COMPENSATION BREAKUP (in INR)					
SL No	Particulars	Per Annum	Per Annum	Per Annum	Per Annum
	Salary Advance for Training Period	114,500			
	Fixed Compensation Break Up on Joining				
1	Basic Pay	1,84,800			
2	HRA	56,640			
3	Statutory Bonus	36,960			
4	Employer's Contribution to PF*	21,600			
	<b>Total compensation on Joining</b>	<b>3,00,000</b>			
	1 <sup>st</sup> guaranteed year-end bonus (paid in Jan 2024)	50,000 <sup>2</sup>			
	Fixed Compensation Break Up on 1 <sup>st</sup> Jump Jan 2024				
1	Basic pay		2,25,000		
2	HRA		90,000		
3	Statutory Bonus		36,960		
4	Special Allowance		1,26,440		
5	Employer's Contribution to PF*		21,600		
	<b>Total Compensation on 1<sup>st</sup> Jump</b>		<b>500,000</b>		
	2 <sup>nd</sup> guaranteed year-end bonus (paid in Jan 2025)		1,00,000 <sup>2</sup>		
	Fixed Compensation Break Up on 2 <sup>nd</sup> Jump Jan 2025				
1	Basic pay			3,15,000	
2	HRA			1,26,000	
3	Special Allowance			2,37,400	
4	Employer's Contribution to PF*			21,600	
	<b>Total Compensation on 2<sup>nd</sup> Jump</b>			<b>7,00,000</b>	
	3 <sup>rd</sup> guaranteed year-end bonus (paid in Jan 2026)			1,50,000 <sup>2</sup>	
	Fixed Compensation Break Up on 3 <sup>rd</sup> Jump Jan 2026				
1	Basic pay				4,50,000
2	HRA				1,80,000
3	Special Allowance				3,48,400
4	Employer's Contribution to PF*				21,600
	<b>Total Compensation on 3<sup>rd</sup> Jump</b>				<b>1,000,000</b>
	4 <sup>th</sup> variable bonus (paid in Jan 2027)				2,00,000 <sup>2</sup>

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The Accenture logo, featuring the word "accenture" in a white, lowercase, sans-serif font with a small white chevron symbol above the letter 'u'. It is set against a solid purple rectangular background.

**Come work at the  
heart of change**



To,

**Name :** Ankit Raj Adhikari

**Re: Important information post your clearance of the interview process during the Campus Visit**

Dear Ankit Raj Adhikari,

This confirms you have cleared the initial interview process. Your journey for getting an Offer of Employment from Accenture has just begun. Please go through this communication to acquaint yourself of the various actions that your candidature will go through before a release of Offer of Employment by Accenture.

- **Document verification and checks-** Post accepting this Letter of Intent, you will have to submit certain prerequisites / documents. The Offer release will be contingent upon successful verification of your documents that will be submitted by you. Once you receive the offer, we would like you to accept the offer within 14 Days from the day you receive the Offer Letter.

At all stages of the hiring process, you are expected to declare all facts honestly and act with utmost integrity while applying for any opportunity. In case of any misrepresentation of information/facts in your candidate registration process or at any stage of the hiring process, this Letter of Intent or any subsequent offer issued to you shall stand revoked.

- **Information on Accenture's Fundamental Skill Primers -Learning Module** - As part of providing our new joiners a unique learning experience, Accenture proposes an online learning program – Fundamental Skill Primers. We would like to share the details of this program in advance for your ease of information and familiarity with its conditions.
  - The learning module of this program is typically made available to potential new joiners to give them a reasonable time to learn at their pace and comfort.
  - After completing the Fundamentals Skill Primers Learning the potential new joiner will need to go through the Fundamental Skill Primers assessment.
  - After a new joiner has completed the Fundamental Skill Primers Program; they will need to undergo further Accenture stream specific trainings and assessments.

Each of such assessments including Primer assessment will add towards the final score. A min. of 60% will needed to be scored for successful clearance. If they are unable to score 60% in the first attempt, they will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning program.

If potential new joiners are unable to complete the Accenture specific stream training program in the given 3 attempts successfully, their services with the Company shall be terminated as per the Terms of Employment.

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

We wish you the best of this journey and congratulate you on clearing the interviews. Your proposed compensation for the ease of information and subject to release of an offer of employment by Accenture is as mentioned in **Annexure A**. Specific details will be mentioned in your formal offer letter.

#### **Annexure A**

- Career Level - 12
- Proposed role - Advanced App Engineering Associate
- Annual fixed compensation for the fiscal will be INR 5,41,500; it includes allowances and statutory benefits and will be structured in accordance with the Company's policy.
- Local Variable Bonus - At your career level, the maximum annual target variable pay-out is estimated as INR 46,028. The pay-out that you receive will depend but not limited to your performance achievement and performance of Advance Technology Centers, India in the current company fiscal year.
- Joining Bonus - You are also eligible for a joining Bonus of INR 50,000; payable upon successful completion of initial training as per company process.
- Maximum Annual Total earning potential - 6,37,528
- Additional Benefits: Gratuity as per law (if applicable) + Insurance premium (Notion Value): INR 13,000
- Maximum Annual Total earning potential + Total Additional Benefits - INR 6,50,528/-

You may be required to relocate for project deployment to any part of India and work in 24X7 shifts basis business requirement

**Please note, the above is informative and not exhaustive, specific details will be in the Offer Letter**

“This is an electronically generated document does not require signatures”



**Date:28-Apr-2022**

To

Gayathri .  
INDIA

Dear Gayathri .,

**Sub: Offer of Training and Employment**

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Bangalore (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Bangalore will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.





**Mindtree**

A Larsen & Toubro Group Company

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at [campus.offers@mindtree.com](mailto:campus.offers@mindtree.com).

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

**For Mindtree Limited**

**Shalini Macaden**  
**VICE PRESIDENT - PEOPLE FUNCTION**



**Enclosed: Annexure to your offer of employment**

**Acceptance of the Offer**

I, **Gayathri .**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	GAYATHRI .

**Annexure 1**

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

**Name** : Gayathri .  
**Salary Grade** : C1  
**Designation** : ENGINEER  
**Stipend** : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 600,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.





Annexure 2

Compensation stack effective from date of confirmation

Name : Gayathri .

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
<b>Annual Gross</b>	<b>352,008</b>
Bonus / Variable Compensation**	48,000
<b>Annual Cost to Company</b>	<b>400,008</b>

\* The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.



Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 600,000. Top up options with additional / higher insurance coverage are available as per policy.
- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

\*\*The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



**Annexure - 3**

**Terms and conditions of the Offer of Training and Employment**

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.

2. The term, "the Company" refers to Mindtree Limited.

3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.

4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**

5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

**6. Orchard Learning Program**

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.



Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

## 7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16<sup>th</sup> of the same month or 1<sup>st</sup> day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1<sup>st</sup> to 15<sup>th</sup> during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16<sup>th</sup> to 30<sup>th</sup> of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

## 8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

## 9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.



## 10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

## 11. Termination of employment

### 11.1 During Orchard Learning Program

#### a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

#### b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.



## 11.2. After confirmation

### a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

### b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.



11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

## 12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

## 13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.







#### **14. Transfer**

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Bangalore to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

#### **15. Retirement and retirement benefits**

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Bangalore, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

#### **16. Intellectual property**

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

## **17. Mindtree's Code of Conduct and Policies**

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

## **18. Tax implication**

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

## **19. Reimbursement of travel expense for joining Mindtree**

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

## **20. Personal Safety and conduct**

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

## **End of Annexure 3**





# Code of Conduct

## **Summary:**

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

## **Objective:**

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

## **Eligibility/Applicability:**

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

## **Code of Conduct :**

The policy details various scenarios under which Code of Conduct is monitored.

### **1) Personal Interest v/s Mindtree's interest**

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

### **2) Use of proprietary or confidential information of third party**

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

### **3) Office for Profit**

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



## 4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

## 5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

## 6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

## 7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

## 8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

## 9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

## 10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

## 11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



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## 12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

## 13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

## 14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

## Agreed and Accepted

Signature : 

Name : GAYATHRI

Date : Apr 29, 2022





# Mindtree Offer Letter

Final Audit Report

2022-04-29

Created:	2022-04-28
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9w4dn9r3avrA9WJm1R-Wt2TmmOtt1nNM

## "Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
2022-04-28 - 6:32:36 AM GMT- IP address: 20.44.36.220
-  Waiting for Signature by GAYATHRI (gayathri.bk1319@gmail.com)  
2022-04-28 - 6:32:56 AM GMT
-  Document e-signed by GAYATHRI (gayathri.bk1319@gmail.com)  
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
Signature Date: 2022-04-29 - 1:56:34 PM GMT - Time Source: server- IP address: 157.45.42.156
-  Agreement completed.  
2022-04-29 - 1:56:34 PM GMT



**Date:28-Apr-2022**

To

Prashanth M N  
INDIA

Dear Prashanth M N,

**Sub: Offer of Training and Employment**

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Bangalore (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Bangalore will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.





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2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at [campus.offers@mindtree.com](mailto:campus.offers@mindtree.com).

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

**For Mindtree Limited**


**Shalini Macaden**  
**VICE PRESIDENT - PEOPLE FUNCTION**



**Enclosed: Annexure to your offer of employment**

**Acceptance of the Offer**

I, **Prashanth M N**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	PRASHANTH M N

**Annexure 1**

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

- Name** : Prashanth M N
- Salary Grade** : C1
- Designation** : ENGINEER
- Stipend** : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 600,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,500,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Annexure 2

Compensation stack effective from date of confirmation

Name : Prashanth M N

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
<b>Annual Gross</b>	<b>352,008</b>
Bonus / Variable Compensation**	48,000
<b>Annual Cost to Company</b>	<b>400,008</b>

\* The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.





Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 600,000. Top up options with additional / higher insurance coverage are available as per policy.
- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

\*\*The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.



**Annexure - 3**

**Terms and conditions of the Offer of Training and Employment**

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.
2. The term, "the Company" refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

**6. Orchard Learning Program**

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.



Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

## 7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16<sup>th</sup> of the same month or 1<sup>st</sup> day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1<sup>st</sup> to 15<sup>th</sup> during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16<sup>th</sup> to 30<sup>th</sup> of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

## 8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.



If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

## 9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.





## 10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

## 11. Termination of employment

### 11.1 During Orchard Learning Program

#### a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

#### b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

## 11.2. After confirmation

### a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

### b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.



11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

## 12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

## 13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.



#### **14. Transfer**

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Bangalore to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

#### **15. Retirement and retirement benefits**

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Bangalore, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

#### **16. Intellectual property**

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.



## **17. Mindtree's Code of Conduct and Policies**

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

## **18. Tax implication**

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

## **19. Reimbursement of travel expense for joining Mindtree**

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

## **20. Personal Safety and conduct**

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

## **End of Annexure 3**







# Code of Conduct

## **Summary:**

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

## **Objective:**

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

## **Eligibility/Applicability:**

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

## **Code of Conduct :**

The policy details various scenarios under which Code of Conduct is monitored.

### **1) Personal Interest v/s Mindtree's interest**

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

### **2) Use of proprietary or confidential information of third party**

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

### **3) Office for Profit**

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



## 4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

## 5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

## 6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

## 7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

## 8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

## 9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

## 10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

## 11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



**Mindtree**

A Larsen & Toubro Group Company

## 12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

## 13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

## 14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

## Agreed and Accepted

Signature : 

Name : Prashanth M

Date : May 1, 2022






# Mindtree Offer Letter

Final Audit Report

2022-05-01

Created:	2022-04-28
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAWIDFYuz0bhg4EbxsZI-sZc3Nqmx-yniF

## "Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
2022-04-28 - 8:08:02 AM GMT- IP address: 20.44.36.221
-  Waiting for Signature by Prashanth M N (prashantnandhikol222@gmail.com)  
2022-04-28 - 8:08:07 AM GMT
-  Document e-signed by Prashanth M N (prashantnandhikol222@gmail.com)  
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)  
Signature Date: 2022-05-01 - 5:25:34 PM GMT - Time Source: server- IP address: 27.4.50.17
-  Agreement completed.  
2022-05-01 - 5:25:34 PM GMT

# Mindtree Offer Letter

Inbox



Campus@mindtre... Apr 28  
to me ▾



Dear Harsha N,

Mindtree strives to be a leader in using digital technologies in everything we do, and this helps us in building a sustainable business. In this regard, please find attached your offer letter. This takes us to the next level of digital evolution in making a paperless office by implementing digital signature. As a next step, you should be digitally accepting this offer letter for your candidature with Mindtree to be processed further and completing your on-boarding activity.

Wishing you all the very best! Welcome to possible!

Please click [here](#) to view and sign the offer letter.

**Note: This letter is valid for a period of five days from the date mentioned in this offer.**

Regards,  
Mindtree Talent Acquisition

<http://www.mindtree.com/email/disclaimer.html>

## Common Employment Offer- Trainee Engineer

placementofficer@newhorizonindia.edu <placementofficer@newhorizonindia.edu> Mon, 28 Mar, 9:48 AM  
To: vinaynm90@gmail.com <vinaynm90@gmail.com>, gowdal528@gmail.com <gowdal528@gmail.com>, chethangowdar2001@gmail.com <chethangowdar2001@gmail.com>, rhnraju@gmail.com <rhnraju@gmail.com>, gajendratk107@gmail.com <gajendratk107@gmail.com>, saiprashanth755@gmail.com <saiprashanth755@gmail.com>, sheelvanthapoorva@gmail.com <sheelvanthapoorva@gmail.com>, divyamurthy001@gmail.com <divyamurthy001@gmail.com>, megharsmegha2001@gmail.com <megharsmegha2001@gmail.com>, shareensolomon7777@gmail.com <shareensolomon7777@gmail.com>, msakash447@gmail.com <msakash447@gmail.com>, dikshithbr1354@gmail.com <dikshithbr1354@gmail.com>, arshiyashaik1110@gmail.com <arshiyashaik1110@gmail.com>, bhavyaas164@gmail.com <bhavyaas164@gmail.com>, shwethashrinivas18@gmail.com <shwethashrinivas18@gmail.com>, bhavyashrebhavya154@gmail.com <bhavyashrebhavya154@gmail.com>, yuvaraj7642@gmail.com <yuvaraj7642@gmail.com>, sindhuprasad85458@gmail.com <sindhuprasad85458@gmail.com>, sruj.22.ps@gmail.com <sruj.22.ps@gmail.com>, harshajanu80733@gmail.com <harshajanu80733@gmail.com>  
Cc: sumap@newhorizonindia.edu <sumap@newhorizonindia.edu>

Dear Civil Students,

Congratulations for getting an offer from Salarpuria Sattva Group.

The exact departments and role would be conveyed to you upon joining. You have [to write a mail to Ms. Nibedita at nibedita.g@sattvagroup.in](mailto:nibedita.g@sattvagroup.in) informing the acceptance of the offer letter your Joining date.

Note that the joining date is 21<sup>st</sup> of April 2022.

### Extract of Offer Letter

#### Greetings from Salarpuria Sattva.

Reference to the interview/s, and discussions.

We are pleased to make an offer to you with us as **Trainee Engineer**. The exact department and role would be conveyed upon joining The Salary details are stated below and this is as per our discussions.

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Trainee Engineer			
Remuneration Details			
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EMOLUMENTS			
1	Basic	11,250	1,35,000

2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) <b>w.e.f - 01.04.2021</b>	20 Days EL	15,000
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
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<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
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1	Mediclaim Insurance Coverage		3 Lakhs

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4	CUG Number	As per Policy	
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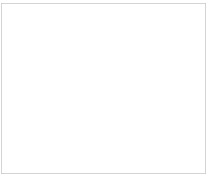
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6	<b>Form-16 OR TDS computation certificate</b> from previous employment. Mandatory if Gross is above Rs. 22000/- PM ( <b>Fresher ignore</b> )



<b>7</b>	<i>ID / Address proof - <b>PAN &amp; Aadhar copy</b> (Mandatory) / Voter ID, Ration Card, Driving License, Pass port etc.</i>
<b>8</b>	<i><b>6 Passport</b> size photos</i>
<b>9</b>	<i><b>SBI Bank Account Mandatory</b> (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)</i>

-----  
-----  
  
Best Wishes,



**NEW HORIZON COLLEGE OF ENGINEERING**

**Prof. Binod Kumar Singh**

Head- IIC & Corporate Relations

Department of HRD

**T:** 080-66297776

**M:** 9663928931

**E:** [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)



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## Common Employment Offer- Trainee Engineer

1 message

**placementofficer@newhorizonindia.edu** <placementofficer@newhorizonindia.edu> Mon, Mar 28, 2022 at 9:48 AM  
To: vinaynm90@gmail.com <vinaynm90@gmail.com>, gowdal528@gmail.com <gowdal528@gmail.com>, chethangowdar2001@gmail.com <chethangowdar2001@gmail.com>, rhnraju@gmail.com <rhnraju@gmail.com>, gajendratk107@gmail.com <gajendratk107@gmail.com>, saiprashanth755@gmail.com <saiprashanth755@gmail.com>, sheelvanthapoorva@gmail.com <sheelvanthapoorva@gmail.com>, divyamurthy001@gmail.com <divyamurthy001@gmail.com>, megharsmegha2001@gmail.com <megharsmegha2001@gmail.com>, shareensolomon7777@gmail.com <shareensolomon7777@gmail.com>, msakash447@gmail.com <msakash447@gmail.com>, dikshithbr1354@gmail.com <dikshithbr1354@gmail.com>, arshiyashaik1110@gmail.com <arshiyashaik1110@gmail.com>, bhavyaas164@gmail.com <bhavyaas164@gmail.com>, shwethashrinivas18@gmail.com <shwethashrinivas18@gmail.com>, bhavyashrebhavya154@gmail.com <bhavyashrebhavya154@gmail.com>, yuvaraj7642@gmail.com <yuvaraj7642@gmail.com>, sindhuprasad85458@gmail.com <sindhuprasad85458@gmail.com>, sruj.22.ps@gmail.com <sruj.22.ps@gmail.com>, harshajanu80733@gmail.com <harshajanu80733@gmail.com>  
Cc: sumap@newhorizonindia.edu <sumap@newhorizonindia.edu>

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T: 080-66297776

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Chethan Kumar R &lt;chethangowdar2001@gmail.com&gt;

## Common Employment Offer- Trainee Engineer

placementofficer@newhorizonindia.edu <placementofficer@newhorizonindia.edu> 28 March 2022 at 09:48  
 To: "vinaynm90@gmail.com" <vinaynm90@gmail.com>, "gowdal528@gmail.com" <gowdal528@gmail.com>, "chethangowdar2001@gmail.com" <chethangowdar2001@gmail.com>, "rhnraju@gmail.com" <rhnraju@gmail.com>, "gajendratk107@gmail.com" <gajendratk107@gmail.com>, "saiprashanth755@gmail.com" <saiprashanth755@gmail.com>, "sheelvanthapoorva@gmail.com" <sheelvanthapoorva@gmail.com>, "divyamurthy001@gmail.com" <divyamurthy001@gmail.com>, "megharsmegha2001@gmail.com" <megharsmegha2001@gmail.com>, "shareensolomon7777@gmail.com" <shareensolomon7777@gmail.com>, "msakash447@gmail.com" <msakash447@gmail.com>, "dikshithbr1354@gmail.com" <dikshithbr1354@gmail.com>, "arshiyashaik1110@gmail.com" <arshiyashaik1110@gmail.com>, "bhavyaas164@gmail.com" <bhavyaas164@gmail.com>, "shwethashrinivas18@gmail.com" <shwethashrinivas18@gmail.com>, "bhavyashrebhavya154@gmail.com" <bhavyashrebhavya154@gmail.com>, "yuvaraj7642@gmail.com" <yuvaraj7642@gmail.com>, "sindhuprasad85458@gmail.com" <sindhuprasad85458@gmail.com>, "sruj.22.ps@gmail.com" <sruj.22.ps@gmail.com>, "harshajanu80733@gmail.com" <harshajanu80733@gmail.com>  
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NIRF 2021 Ranked College

## Common Employment Offer- Trainee Engineer

1 message

**placementofficer@newhorizonindia.edu** <placementofficer@newhorizonindia.edu> Mon, Mar 28, 2022 at 9:48 AM  
 To: "vinaynm90@gmail.com" <vinaynm90@gmail.com>, "gowdal528@gmail.com" <gowdal528@gmail.com>, "chethangowdar2001@gmail.com" <chethangowdar2001@gmail.com>, "rhnrju@gmail.com" <rhnrju@gmail.com>, "gajendratk107@gmail.com" <gajendratk107@gmail.com>, "saiprashanth755@gmail.com" <saiprashanth755@gmail.com>, "sheelvanthapoorva@gmail.com" <sheelvanthapoorva@gmail.com>, "divyamurthy001@gmail.com" <divyamurthy001@gmail.com>, "megharsmegha2001@gmail.com" <megharsmegha2001@gmail.com>, "sharensolomon7777@gmail.com" <sharensolomon7777@gmail.com>, "msakash447@gmail.com" <msakash447@gmail.com>, "dikshithbr1354@gmail.com" <dikshithbr1354@gmail.com>, "arshiyashaik1110@gmail.com" <arshiyashaik1110@gmail.com>, "bhavyaas164@gmail.com" <bhavyaas164@gmail.com>, "shwethashrinivas18@gmail.com" <shwethashrinivas18@gmail.com>, "bhavyashrebhavya154@gmail.com" <bhavyashrebhavya154@gmail.com>, "yuvaraj7642@gmail.com" <yuvaraj7642@gmail.com>, "sindhuprasad85458@gmail.com" <sindhuprasad85458@gmail.com>, "sruj.22.ps@gmail.com" <sruj.22.ps@gmail.com>, "harshajanu80733@gmail.com" <harshajanu80733@gmail.com>  
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NIRF 2021 Ranked College



# 2022 Batch Salarpuria

## Sattva Group drive You are Selected!



Inbox



hrd.placements@n... Mar 23

to me



Hi Gajendra T K,

We are happy to inform you that you have cleared the final round of the following recruitment drive:

Drive Name: **2022 Batch Salarpuria Sattva Group drive**

You will receive a separate communication on further process

Regards,  
Dept of HRD ( CR, L&D, P)

Reply

Reply all

Forward

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**Extract of Offer Letter**

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## Common Employment Offer- Trainee Engineer

1 message

placementofficer@newhorizonindia.edu <placementofficer@newhorizonindia.edu> Mon, Mar 28, 2022 at 9:48 AM  
To: vinaynm90@gmail.com <vinaynm90@gmail.com>, gowdal528@gmail.com <gowdal528@gmail.com>, chethangowdar2001@gmail.com <chethangowdar2001@gmail.com>, rhnraju@gmail.com <rhnraju@gmail.com>, gajendratk107@gmail.com <gajendratk107@gmail.com>, saiprashanth755@gmail.com <saiprashanth755@gmail.com>, sheelvanthapoorva@gmail.com <sheelvanthapoorva@gmail.com>, divyamurthy001@gmail.com <divyamurthy001@gmail.com>, megharsmegha2001@gmail.com <megharsmegha2001@gmail.com>, sharensolomon7777@gmail.com <sharensolomon7777@gmail.com>, msakash447@gmail.com <msakash447@gmail.com>, dikshithbr1354@gmail.com <dikshithbr1354@gmail.com>, arshiyashaik1110@gmail.com <arshiyashaik1110@gmail.com>, bhavyaas164@gmail.com <bhavyaas164@gmail.com>, shwethashrinivas18@gmail.com <shwethashrinivas18@gmail.com>, bhavyashrebhavya154@gmail.com <bhavyashrebhavya154@gmail.com>, yuvaraj7642@gmail.com <yuvaraj7642@gmail.com>, sindhuprasad85458@gmail.com <sindhuprasad85458@gmail.com>, sruj.22.ps@gmail.com <sruj.22.ps@gmail.com>, harshajanu80733@gmail.com <harshajanu80733@gmail.com>  
Cc: sumap@newhorizonindia.edu <sumap@newhorizonindia.edu>

Dear Civil Students,

Congratulations for getting an offer from Salarpuria Sattva Group.

The exact departments and role would be conveyed to you upon joining. You have [to write a mail to Ms. Nibedita at nibedita.g@sattvagroup.in](#) informing the acceptance of the offer letter your [Joining date](#).

Note that the joining date is 21<sup>st</sup> of April 2022.

### Extract of Offer Letter

*Greetings from Salarpuria Sattva.*

*Reference to the interview/s, and discussions.*

*We are pleased to make an offer to you with us as **Trainee Engineer**. The exact department and role would be conveyed upon joining The Salary details are stated below and this is as per our discussions.*

*Your Annul CTC is **Rs.3,36,681+** other benefits. The break up is as provided below:*

Trainee Engineer			
Remuneration Details			
S.No	Details	Rs. Per Month	Rs. Per Annum
EMOLUMENTS			
1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256

4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) <b>w.e.f - 01.04.2021</b>	20 Days EL	15,000
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	
<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
<b>OTHER BENEFITS</b>			
1	Mediclaim Insurance Coverage	3 Lakhs	
2	Personal Accident Insurance Coverage	5 Lakhs	
3	Conveyance Reimbursement	As per Policy	
4	CUG Number	As per Policy	
<b>DEDUCTIONS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>

1	PF Employee Share	1,350	16,200
2	Professional Tax	200	2,400
3	ESIC Employee Share	0	0
<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

Kindly confirm your acceptance to this offer immediately and your date of joining will **not be later than 21<sup>st</sup> of April 2022.**

Please share your resignation acceptance letter from your current organisation at the earliest.

Kindly note that detailed appointment letter will be issued within 30 days from your joining the organisation

The above offer is subject to fulfilment of reference checks and Verifications of employment/Background checks.

**Documents required on the day of joining at Corporate Office, Bangalore: Reporting time @ 9.30am**

1	Original Academic & Experience Certificates (Only For Verification)
2	Copies of all <b>academic certificates</b> (1 set). Final Degree <b>Convocation Mandatory</b>
3	Copies of all <b>Previous Employment documents</b> like- Appointment Letter, Relieving Letter, Experience letter. ( <b>Fresher ignore</b> )
4	<b>Relieving letter</b> from the previous employment ( <b>Fresher ignore</b> )
5	<b>Pay slips</b> for all the months starting <b>from April 2021</b> till the date you relieved from previous employment ( <b>Fresher ignore</b> )
6	<b>Form-16 OR TDS computation certificate</b> from previous employment. Mandatory if Gross is above Rs. 22000/- PM ( <b>Fresher ignore</b> )
7	ID / Address proof - <b>PAN &amp; Aadhar copy</b> (Mandatory) / Voter ID, Ration Card, Driving License, Pass port etc.
8	<b>6 Passport</b> size photos
9	<b>SBI Bank Account Mandatory</b> (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)

Best Wishes,



**NEW HORIZON COLLEGE OF ENGINEERING**

**Prof. Binod Kumar Singh**

Head- IIIC & Corporate Relations

Department of HRD

T: 080-66297776

M: 9663928931

E: [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)



[www.newhorizonindia.edu](http://www.newhorizonindia.edu)

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## Common Employment Offer- Trainee Engineer

2 messages

**placementofficer@newhorizonindia.edu** <placementofficer@newhorizonindia.edu> Mon, 28 Mar, 2022 at 9:48 am  
To: vinaynm90@gmail.com <vinaynm90@gmail.com>, gowdal528@gmail.com <gowdal528@gmail.com>, chethangowdar2001@gmail.com <chethangowdar2001@gmail.com>, rhnraju@gmail.com <rhnraju@gmail.com>, gajendratk107@gmail.com <gajendratk107@gmail.com>, saiprashanth755@gmail.com <saiprashanth755@gmail.com>, sheelvanthapoorva@gmail.com <sheelvanthapoorva@gmail.com>, divyamurthy001@gmail.com <divyamurthy001@gmail.com>, megharsmegha2001@gmail.com <megharsmegha2001@gmail.com>, shareensolomon7777@gmail.com <shareensolomon7777@gmail.com>, msakash447@gmail.com <msakash447@gmail.com>, dikshithbr1354@gmail.com <dikshithbr1354@gmail.com>, arshiyashaik1110@gmail.com <arshiyashaik1110@gmail.com>, bhavyaas164@gmail.com <bhavyaas164@gmail.com>, shwethashrinivas18@gmail.com <shwethashrinivas18@gmail.com>, bhavyashrebhavya154@gmail.com <bhavyashrebhavya154@gmail.com>, yuvaraj7642@gmail.com <yuvaraj7642@gmail.com>, sindhuprasad85458@gmail.com <sindhuprasad85458@gmail.com>, sruj.22.ps@gmail.com <sruj.22.ps@gmail.com>, harshajanu80733@gmail.com <harshajanu80733@gmail.com>  
Cc: sumap@newhorizonindia.edu <sumap@newhorizonindia.edu>

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Note that the joining date is 21<sup>st</sup> of April 2022.

### Extract of Offer Letter

#### Greetings from Salarpuria Sattva.

Reference to the interview/s, and discussions.

We are pleased to make an offer to you with us as **Trainee Engineer**. The exact department and role would be conveyed upon joining The Salary details are stated below and this is as per our discussions.

Your Annul CTC is **Rs.3,36,681**+ other benefits. The break up is as provided below:

Trainee Engineer			
Remuneration Details			
S.No	Details	Rs. Per Month	Rs. Per Annum
EMOLUMENTS			
1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256

4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) <b>w.e.f - 01.04.2021</b>	20 Days EL	15,000
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	
<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
<b>OTHER BENEFITS</b>			
1	Mediclaime Insurance Coverage	3 Lakhs	
2	Personal Accident Insurance Coverage	5 Lakhs	
3	Conveyance Reimbursement	As per Policy	
4	CUG Number	As per Policy	
<b>DEDUCTIONS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	PF Employee Share	1,350	16,200



2	Professional Tax	200	2,400
3	ESIC Employee Share	0	0
<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

Kindly confirm your acceptance to this offer immediately and your date of joining will **not be later than 21<sup>st</sup> of April 2022.**

Please share your resignation acceptance letter from your current organisation at the earliest.

Kindly note that detailed appointment letter will be issued within 30 days from your joining the organisation

The above offer is subject to fulfilment of reference checks and Verifications of employment/Background checks.

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1	Original Academic & Experience Certificates (Only For Verification)
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3	Copies of all <b>Previous Employment documents</b> like- Appointment Letter, Relieving Letter, Experience letter. ( <b>Fresher ignore</b> )
4	<b>Relieving letter</b> from the previous employment ( <b>Fresher ignore</b> )
5	<b>Pay slips</b> for all the months starting <b>from April 2021</b> till the date you relieved from previous employment ( <b>Fresher ignore</b> )
6	<b>Form-16 OR TDS computation certificate</b> from previous employment. Mandatory if Gross is above Rs. 22000/- PM ( <b>Fresher ignore</b> )
7	ID / Address proof - <b>PAN &amp; Aadhar copy</b> (Mandatory) / Voter ID, Ration Card, Driving License, Pass port etc.
8	<b>6 Passport size photos</b>
9	<b>SBI Bank Account Mandatory</b> (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)

Best Wishes,



**NEW HORIZON COLLEGE OF ENGINEERING**

**Prof. Binod Kumar Singh**  
Head- IIC & Corporate Relations

Department of HRD

T: 080-66297776

M: 9663928931

E: [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)



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**NIRF 2021 Ranked College**

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**Apoorva Sheelvanth** <[sheelvanthapoorva@gmail.com](mailto:sheelvanthapoorva@gmail.com)>  
To: [PLCSCADA@gmail.com](mailto:PLCSCADA@gmail.com)

Mon, 28 Mar, 2022 at 10:45 am

[Quoted text hidden]

## Greetings from Salarpuria Sattva.

Reference to the interview/s, and discussions.

We are pleased to make an offer to you with us as **Trainee Engineer.** The exact department and role would be conveyed upon joining The Salary details are stated below and this is as per our discussions.

Your Annual CTC is **Rs.3,36,681+** other benefits. The break up is as provided below:

Trainee Engineer			
Remuneration Details			
S.No	Details	Rs. Per Month	Rs. Per Annum
EMOLUMENTS			
1	Basic	41,250	4,95,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,082	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>

ANNUAL BENEFITS			Rs. Per Annum
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) w.e.f - 01.04.2021	20 Days EL	15,000
<b>(B) Annual Benefits</b>			<b>37,500</b>
RETIRAL BENEFITS		Rs. Per Month	Rs. Per Annum
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,984
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>			<b>29,184</b>
<b>Total Cost to Company (CTC)</b>			<b>3,36,681</b>
OTHER BENEFITS			
1	Mediclaim Insurance Coverage		3 Lakhs
2	Personal Accident Insurance Coverage		5 Lakhs
3	Conveyance Reimbursement		As per Policy
4	CUG Number		As per Policy
DEDUCTIONS		Rs. Per Month	Rs. Per Annum
1	PF Employee Share	1,350	16,200
2	Professional Tax	200	2,400
3	ESIC Employee Share	0	0
<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay (A-D)</b>			<b>20,950</b>



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## Extract of Offer Letter

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# Trainee Engineer

## Remuneration Details

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<b>EMOLUMENTS</b>			
1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>



RETIRAL BENEFITS		Rs. Per Month	Rs. Per Annum
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	
<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
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1	Mediclaim Insurance Coverage	3 Lakhs	
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8	<b>6 Passport</b> size photos
9	<b>SBI Bank Account Mandatory</b> (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)



## Common Employment Offer- Trainee Engineer

1 message

**placementofficer@newhorizonindia.edu** <placementofficer@newhorizonindia.edu> Mon, Mar 28, 2022 at 09:48  
To: vinaynm90@gmail.com <vinaynm90@gmail.com>, gowdal528@gmail.com <gowdal528@gmail.com>, chethangowdar2001@gmail.com <chethangowdar2001@gmail.com>, rhnrāju@gmail.com <rhnrāju@gmail.com>, gajendratk107@gmail.com <gajendratk107@gmail.com>, saiprashanth755@gmail.com <saiprashanth755@gmail.com>, sheelvanthapoorva@gmail.com <sheelvanthapoorva@gmail.com>, divyamurthy001@gmail.com <divyamurthy001@gmail.com>, megharsmegha2001@gmail.com <megharsmegha2001@gmail.com>, shareensolomon7777@gmail.com <shareensolomon7777@gmail.com>, msakash447@gmail.com <msakash447@gmail.com>, dikshithbr1354@gmail.com <dikshithbr1354@gmail.com>, arshiyashaik1110@gmail.com <arshiyashaik1110@gmail.com>, bhavyaas164@gmail.com <bhavyaas164@gmail.com>, shwethashrinivas18@gmail.com <shwethashrinivas18@gmail.com>, bhavyashrebhavya154@gmail.com <bhavyashrebhavya154@gmail.com>, yuvaraj7642@gmail.com <yuvaraj7642@gmail.com>, sindhuprasad85458@gmail.com <sindhuprasad85458@gmail.com>, sruj.22.ps@gmail.com <sruj.22.ps@gmail.com>, harshajanu80733@gmail.com <harshajanu80733@gmail.com>  
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Remuneration Details			
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1	Basic	11,250	1,35,000
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- 4 **Relieving letter** from the previous employment (**Fresher ignore**)
- 5 **Pay slips** for all the months starting **from April 2021** till the date you relieved from previous employment (**Fresher ignore**)
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- 7 ID / Address proof - **PAN & Aadhar copy** (Mandatory) / Voter ID, Ration Card, Driving License, Pass port etc.
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- 9 **SBI Bank Account Mandatory** (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)



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Best Wishes,



**NEW HORIZON COLLEGE OF ENGINEERING**

**Prof. Binod Kumar Singh**  
Head- IIC & Corporate Relations

Department of HRD

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**NIRF 2021 Ranked College**





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1 message

placementofficer@newhorizonindia.edu <placementofficer@newhorizonindia.edu> Mon, 28 Mar, 2022 at 9:48 am  
To: vinaynm90@gmail.com <vinaynm90@gmail.com>, gowdal528@gmail.com <gowdal528@gmail.com>, chethangowdar2001@gmail.com <chethangowdar2001@gmail.com>, rhnraju@gmail.com <rhnraju@gmail.com>, gajendratk107@gmail.com <gajendratk107@gmail.com>, saiprashanth755@gmail.com <saiprashanth755@gmail.com>, sheelvanthapoorva@gmail.com <sheelvanthapoorva@gmail.com>, divyamurthy001@gmail.com <divyamurthy001@gmail.com>, megharsmegha2001@gmail.com <megharsmegha2001@gmail.com>, sharensolomon7777@gmail.com <sharensolomon7777@gmail.com>, msakash447@gmail.com <msakash447@gmail.com>, dikshithbr1354@gmail.com <dikshithbr1354@gmail.com>, arshiyashaik1110@gmail.com <arshiyashaik1110@gmail.com>, bhavyaas164@gmail.com <bhavyaas164@gmail.com>, shwethashrinivas18@gmail.com <shwethashrinivas18@gmail.com>, bhavyashrebhavya154@gmail.com <bhavyashrebhavya154@gmail.com>, yuvaraj7642@gmail.com <yuvaraj7642@gmail.com>, sindhuprasad85458@gmail.com <sindhuprasad85458@gmail.com>, sruj.22.ps@gmail.com <sruj.22.ps@gmail.com>, harshajanu80733@gmail.com <harshajanu80733@gmail.com>  
Cc: sumap@newhorizonindia.edu <sumap@newhorizonindia.edu>

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Note that the joining date is 21<sup>st</sup> of April 2022.

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#### Greetings from Salarpuria Sattva.

Reference to the interview/s, and discussions.

We are pleased to make an offer to you with us as **Trainee Engineer**. The exact department and role would be conveyed upon joining The Salary details are stated below and this is as per our discussions.

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Trainee Engineer			
Remuneration Details			
S.No	Details	Rs. Per Month	Rs. Per Annum
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1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500

5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) <b>w.e.f - 01.04.2021</b>	20 Days EL	15,000
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	
<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
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1	Mediclaim Insurance Coverage	3 Lakhs	
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<b>DEDUCTIONS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
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<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

**Kindly confirm your acceptance to this offer immediately and your date of joining will not be later than 21<sup>st</sup> of April 2022.**

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- 7 ID / Address proof - **PAN & Aadhar copy** (Mandatory) / Voter ID, Ration Card, Driving License, Pass port etc.
- 8 **6 Passport size photos**
- 9 **SBI Bank Account Mandatory** (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)

Best Wishes,



**NEW HORIZON COLLEGE OF ENGINEERING**

**Prof. Binod Kumar Singh**  
Head- IIC & Corporate Relations

Department of HRD

T: 080-66297776

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**Bhavya A S** <[bhavyaas164@gmail.com](mailto:bhavyaas164@gmail.com)>  
Draft To: [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)

Mon, Mar 28, 2022 at 10:11

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<b>Remuneration Details</b>			
<b>S.No</b>	<b>Details</b>	<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
<b>EMOLUMENTS</b>			
1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) <b>w.e.f - 01.04.2021</b>	20 Days EL	15,000
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	

Total Cost to Company (CTC)		3,36,681	
<b>OTHER BENEFITS</b>			
1	Mediclaim Insurance Coverage	3 Lakhs	
2	Personal Accident Insurance Coverage	5 Lakhs	
3	Conveyance Reimbursement	As per Policy	
4	CUG Number	As per Policy	
DEDUCTIONS		Rs. Per Month	Rs. Per Annum
1	PF Employee Share	1,350	16,200
2	Professional Tax	200	2,400
3	ESIC Employee Share	0	0
<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

Kindly confirm your acceptance to this offer immediately and your date of joining will **not be later than 21<sup>st</sup> of April 2022.**

Please share your resignation acceptance letter from your current organisation at the earliest.

Kindly note that detailed appointment letter will be issued within 30 days from your joining the organisation

The above offer is subject to fulfilment of reference checks and Verifications of employment/Background checks.


**Documents required on the day of joining at Corporate Office, Bangalore: Reporting time @ 9.30am**

- 1 Original Academic & Experience Certificates (Only For Verification)
- 2 Copies of all **academic certificates** (1 set). Final Degree **Convocation Mandatory**
- 3 Copies of all **Previous Employment documents** like- Appointment Letter, Relieving Letter, Experience letter. (**Fresher ignore**)
- 4 **Relieving letter** from the previous employment (**Fresher ignore**)
- 5 **Pay slips** for all the months starting **from April 2021** till the date you relieved from previous employment (**Fresher ignore**)



- |   |   |
|---|---|
| 6 | <b>Form-16 OR TDS computation certificate</b> from previous employment. Mandatory if Gross is above Rs. 22000/- PM (Fresher ignore) |
| 7 | ID / Address proof - <b>PAN &amp; Aadhar copy</b> (Mandatory) / Voter ID, Ration Card, Driving License, Pass port etc.              |
| 8 | <b>6 Passport size photos</b>   |
| 9 | <b>SBI Bank Account Mandatory</b> (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)                |

Best Wishes,

cid:be73933c-6b70-4d24-b3e7-d81c96413343

**NEW HORIZON COLLEGE OF ENGINEERING**

**Prof. Binod Kumar Singh**

Head- IIC & Corporate Relations

Department of HRD

T: 080-66297776

M: 9663928931

E: [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)

LinkedIn icon

[www.newhorizonindia.edu](http://www.newhorizonindia.edu)

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**NIRF 2021 Ranked College**

**Bhavya A S** <[bhavyaas164@gmail.com](mailto:bhavyaas164@gmail.com)>  
Draft To: [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)

Mon, Mar 28, 2022 at 10:13

Bhavya A S

On Mon, Mar 28, 2022, 09:48 [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu) <[placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)> wrote:

Dear Civil Students,

Congratulations for getting an offer from Salarpuria Sattva Group.

The exact departments and role would be conveyed to you upon joining. You have [to write a mail to Ms. Nibedita at \[nibedita.g@sattvagroup.in\]\(mailto:nibedita.g@sattvagroup.in\)](#) informing the acceptance of the offer letter your [Joining date](#).

Note that the joining date is 21<sup>st</sup> of April 2022.

## Extract of Offer Letter

*Greetings from Salarpuria Sattva.*

*Reference to the interview/s, and discussions.*

*We are pleased to make an offer to you with us as **Trainee Engineer**. The exact department and role would be conveyed upon joining The Salary details are stated below and this is as per our discussions.*

*Your Annual CTC is **Rs. 3,36,681**+ other benefits. The break up is as provided below:*

Trainee Engineer			
Remuneration Details			
S.No	Details	Rs. Per Month	Rs. Per Annum
EMOLUMENTS			
1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
ANNUAL BENEFITS			Rs. Per Annum
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) w.e.f - 01.04.2021	20 Days EL	15,000
<b>(B) Annual Benefits</b>		<b>37,500</b>	

RETIRAL BENEFITS		Rs. Per Month	Rs. Per Annum
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	
<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
OTHER BENEFITS			
1	Mediclaime Insurance Coverage	3 Lakhs	
2	Personal Accident Insurance Coverage	5 Lakhs	
3	Conveyance Reimbursement	As per Policy	
4	CUG Number	As per Policy	
DEDUCTIONS		Rs. Per Month	Rs. Per Annum
1	PF Employee Share	1,350	16,200
2	Professional Tax	200	2,400
3	ESIC Employee Share	0	0
<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

Kindly confirm your acceptance to this offer immediately and your date of joining will **not be later than 21<sup>st</sup> of April 2022.**

Please share your resignation acceptance letter from your current organisation at the earliest.


Kindly note that detailed appointment letter will be issued within 30 days from your joining the organisation

The above offer is subject to fulfilment of reference checks and Verifications of employment/Background checks.

**Documents required on the day of joining at Corporate Office, Bangalore: Reporting time @ 9.30am**

1	Original Academic & Experience Certificates (Only For Verification)
2	Copies of all <b>academic certificates</b> (1 set). Final Degree <b>Convocation Mandatory</b>
3	Copies of all <b>Previous Employment documents</b> like- Appointment Letter, Relieving Letter, Experience letter. ( <b>Fresher ignore</b> )
4	<b>Relieving letter</b> from the previous employment ( <b>Fresher ignore</b> )
5	<b>Pay slips</b> for all the months starting <b>from April 2021</b> till the date you relieved from previous employment ( <b>Fresher ignore</b> )
6	<b>Form-16 OR TDS computation certificate</b> from previous employment. Mandatory if Gross is above Rs. 22000/- PM ( <b>Fresher ignore</b> )
7	ID / Address proof - <b>PAN &amp; Aadhar copy</b> (Mandatory) / Voter ID, Ration Card, Driving License, Pass port etc.
8	<b>6 Passport size photos</b>
9	<b>SBI Bank Account Mandatory</b> (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)

Best Wishes,

cid:be73933c-6b70-4d24-b3e7-d81c96413343

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LinkedIn icon

[www.newhorizonindia.edu](http://www.newhorizonindia.edu)

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**NIRF 2021 Ranked College**

**Bhavya A S**

[Quoted text hidden]

# Common Employment Offer- Trainee Engineer

Inbox



placementofficer@... 5 days ago  
to vinaynm90@gmail.com, g...



Dear Civil Students,

Congratulations for getting an offer from Salarpuria Sattva Group.

The exact departments and role would be conveyed to you upon joining. You have to write a mail to Ms. Nibedita at [nibedita.g@sattvagroup.in](mailto:nibedita.g@sattvagroup.in) informing the acceptance of the offer letter your Joining date.

Note that the joining date is 21<sup>st</sup> of April 2022.

## Extract of Offer Letter



### *Greetings from Salarpuria Sattva.*

*Reference to the interview/s, and discussions.*

*We are pleased to make an offer to you with us as **Trainee Engineer**. The exact department and role would be conveyed upon joining The Salary details are stated below and this is as per our discussions.*

*Your Annul CTC is **Rs.3,36,681**+ other benefits. The break up is as provided below:*



Your Annual CTC is **Rs.3,36,681**+ other benefits. The break up is as provided below:

<b>Trainee Engineer</b>			
<b>Remuneration Details</b>			
<b>S.No</b>	<b>Details</b>	<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
<b>EMOLUMENTS</b>			
1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) w.e.f - 01.04.2021	20 Days EL	15,000
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	

2	Leave Encashment (As per Rules) <b>w.e.f - 01.04.2021</b>	20 Days EL	15,000
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	
<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
<b>OTHER BENEFITS</b>			
1	Mediclaim Insurance Coverage	3 Lakhs	
2	Personal Accident Insurance Coverage	5 Lakhs	
3	Conveyance Reimbursement	As per Policy	
4	CUG Number	As per Policy	
<b>DEDUCTIONS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	PF Employee Share	1,350	16,200
2	Professional Tax	200	2,400
3	ESIC Employee Share	0	0
<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

Date: 23-10-2021

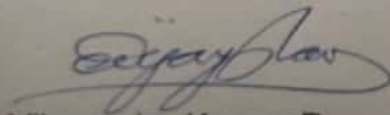
**TO WHOMSOEVER IT MAY CONCERN**

It is certified that Ms. Bhavyashree G (Enrolment no INH18CV053) from Visvesvaraya Technological University has undergone internship in our organization at Sattva Spectrum Project site from 03<sup>rd</sup> Sep 2021 to 21<sup>st</sup> Oct 2021.

She has completed all the tasks assigned to her.

We wish her success in her future endeavors.

For Salarpuria Sattva Group



Vijayendra Kumar P  
Head- HR& Admin



SALARPURIA SATTVA GROUP

Corporate Office: 4<sup>th</sup> Floor, Salarpuria Windsor, # 3, Ulsoor Road, Bangalore - 560 042 Karnataka  
Tel: 080 42699000 / 25590406 / 25593043 | Mob: 9620215266 | Toll-free: 18001213344 | Fax: 080 42699011 | Website: www.sattvagroup.in



---

## Fwd: Common Employment Offer- Trainee Engineer

1 message

---

Yuva Raj <yuvaraj7642@gmail.com>  
To: Sneha Muniraj <sneha062016@gmail.com>

Mon, Mar 28, 2022 at 5:13 PM

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

From: [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu) <[placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)>

Date: Mon, Mar 28, 2022 at 9:48 AM

Subject: Common Employment Offer- Trainee Engineer

To: [vinaynm90@gmail.com](mailto:vinaynm90@gmail.com) <[vinaynm90@gmail.com](mailto:vinaynm90@gmail.com)>, [gowdal528@gmail.com](mailto:gowdal528@gmail.com) <[gowdal528@gmail.com](mailto:gowdal528@gmail.com)>, [chethangowdar2001@gmail.com](mailto:chethangowdar2001@gmail.com) <[chethangowdar2001@gmail.com](mailto:chethangowdar2001@gmail.com)>, [rhnraju@gmail.com](mailto:rhnraju@gmail.com) <[rhnraju@gmail.com](mailto:rhnraju@gmail.com)>, [gajendratk107@gmail.com](mailto:gajendratk107@gmail.com) <[gajendratk107@gmail.com](mailto:gajendratk107@gmail.com)>, [saiprashanth755@gmail.com](mailto:saiprashanth755@gmail.com) <[saiprashanth755@gmail.com](mailto:saiprashanth755@gmail.com)>, [sheelvanthapoorva@gmail.com](mailto:sheelvanthapoorva@gmail.com) <[sheelvanthapoorva@gmail.com](mailto:sheelvanthapoorva@gmail.com)>, [divyamurthy001@gmail.com](mailto:divyamurthy001@gmail.com) <[divyamurthy001@gmail.com](mailto:divyamurthy001@gmail.com)>, [megharsmegha2001@gmail.com](mailto:megharsmegha2001@gmail.com) <[megharsmegha2001@gmail.com](mailto:megharsmegha2001@gmail.com)>, [sharensolomon7777@gmail.com](mailto:sharensolomon7777@gmail.com) <[sharensolomon7777@gmail.com](mailto:sharensolomon7777@gmail.com)>, [msakash447@gmail.com](mailto:msakash447@gmail.com) <[msakash447@gmail.com](mailto:msakash447@gmail.com)>, [dikshithbr1354@gmail.com](mailto:dikshithbr1354@gmail.com) <[dikshithbr1354@gmail.com](mailto:dikshithbr1354@gmail.com)>, [arshiyashaik1110@gmail.com](mailto:arshiyashaik1110@gmail.com) <[arshiyashaik1110@gmail.com](mailto:arshiyashaik1110@gmail.com)>, [bhavyaas164@gmail.com](mailto:bhavyaas164@gmail.com) <[bhavyaas164@gmail.com](mailto:bhavyaas164@gmail.com)>, [shwethashrinivas18@gmail.com](mailto:shwethashrinivas18@gmail.com) <[shwethashrinivas18@gmail.com](mailto:shwethashrinivas18@gmail.com)>, [bhavyashrebhavya154@gmail.com](mailto:bhavyashrebhavya154@gmail.com) <[bhavyashrebhavya154@gmail.com](mailto:bhavyashrebhavya154@gmail.com)>, [yuvaraj7642@gmail.com](mailto:yuvaraj7642@gmail.com) <[yuvaraj7642@gmail.com](mailto:yuvaraj7642@gmail.com)>, [sindhuprasad85458@gmail.com](mailto:sindhuprasad85458@gmail.com) <[sindhuprasad85458@gmail.com](mailto:sindhuprasad85458@gmail.com)>, [sruj.22.ps@gmail.com](mailto:sruj.22.ps@gmail.com) <[sruj.22.ps@gmail.com](mailto:sruj.22.ps@gmail.com)>, [harshajanu80733@gmail.com](mailto:harshajanu80733@gmail.com) <[harshajanu80733@gmail.com](mailto:harshajanu80733@gmail.com)>  
CC: [sumap@newhorizonindia.edu](mailto:sumap@newhorizonindia.edu) <[sumap@newhorizonindia.edu](mailto:sumap@newhorizonindia.edu)>

Dear Civil Students,

Congratulations for getting an offer from Salarpuria Sattva Group.

The exact departments and role would be conveyed to you upon joining. You have [to write a mail to Ms. Nibedita at nibedita.g@sattvagroup.in](mailto:nibedita.g@sattvagroup.in) informing the acceptance of the offer letter your Joining date.

Note that the joining date is 21<sup>st</sup> of April 2022.

### Extract of Offer Letter

---

*Greetings from Salarpuria Sattva.*

*Reference to the interview/s, and discussions.*

*We are pleased to make an offer to you with us as **Trainee Engineer**. The exact department and role would be conveyed upon joining The Salary details are stated below and this is as per our discussions.*

*Your Annual CTC is **Rs. 3,36,681**+ other benefits. The break up is as provided below:*



# Trainee Engineer

## Remuneration Details

S.No	Details	Rs. Per Month	Rs. Per Annum
<b>EMOLUMENTS</b>			
1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
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7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) <b>w.e.f - 01.04.2021</b>	20 Days EL	15,000
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0

<b>(C) Retiral Benefits</b>		<b>29,181</b>	
<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
<b>OTHER BENEFITS</b>			
1	Mediclaime Insurance Coverage	3 Lakhs	
2	Personal Accident Insurance Coverage	5 Lakhs	
3	Conveyance Reimbursement	As per Policy	
4	CUG Number	As per Policy	
<b>DEDUCTIONS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	PF Employee Share	1,350	16,200
2	Professional Tax	200	2,400
3	ESIC Employee Share	0	0
<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

*Kindly confirm your acceptance to this offer immediately and your date of joining will **not be later than 21<sup>st</sup> of April 2022.***

*Please share your resignation acceptance letter from your current organisation at the earliest.*

*Kindly note that detailed appointment letter will be issued within 30 days from your joining the organisation*

*The above offer is subject to fulfilment of reference checks and Verifications of employment/Background checks.*

**Documents required on the day of joining at Corporate Office, Bangalore: Reporting time @ 9.30am**



1	<i>Original Academic &amp; Experience Certificates (Only For Verification)</i>
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4	<i><b>Relieving letter</b> from the previous employment <b>(Fresher ignore)</b></i>
5	<i><b>Pay slips</b> for all the months starting <b>from April 2021</b> till the date you relieved from previous employment <b>(Fresher ignore)</b></i>
6	<i><b>Form-16 OR TDS computation certificate</b> from previous employment. Mandatory if Gross is above Rs. 22000/- PM <b>(Fresher ignore)</b></i>
7	<i>ID / Address proof - <b>PAN &amp; Aadhar copy</b> (Mandatory) / Voter ID, Ration Card, Driving License, Pass port etc.</i>
8	<i><b>6 Passport size photos</b></i>
9	<i><b>SBI Bank Account Mandatory</b> (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)</i>

Best Wishes,



**NEW HORIZON COLLEGE OF ENGINEERING**

**Prof. Binod Kumar Singh**  
Head- IIC & Corporate Relations

Department of HRD

T: 080-66297776

M: 9663928931

E: [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)



[www.newhorizonindia.edu](http://www.newhorizonindia.edu)

**Accredited by NBA and NAAC with 'A' Grade**

**NIRF 2021 Ranked College**



---

## Common Employment Offer- Trainee Engineer

1 message

---

**placementofficer@newhorizonindia.edu**  
<placementofficer@newhorizonindia.edu>

Mon, 28 Mar 2022 at  
9:48 am

To: vinaynm90@gmail.com <vinaynm90@gmail.com>, gowdal528@gmail.com <gowdal528@gmail.com>, chethangowdar2001@gmail.com <chethangowdar2001@gmail.com>, rhnraju@gmail.com <rhnraju@gmail.com>, gajendratk107@gmail.com <gajendratk107@gmail.com>, saiprashanth755@gmail.com <saiprashanth755@gmail.com>, sheelvanthapoorva@gmail.com <sheelvanthapoorva@gmail.com>, divyamurthy001@gmail.com <divyamurthy001@gmail.com>, megharsmegha2001@gmail.com <megharsmegha2001@gmail.com>, sharensolomon7777@gmail.com <sharensolomon7777@gmail.com>, msakash447@gmail.com <msakash447@gmail.com>, dikshithbr1354@gmail.com <dikshithbr1354@gmail.com>, arshiyashaik1110@gmail.com <arshiyashaik1110@gmail.com>, bhavyaas164@gmail.com <bhavyaas164@gmail.com>, shwethashrinivas18@gmail.com <shwethashrinivas18@gmail.com>, bhavyashrebhavya154@gmail.com <bhavyashrebhavya154@gmail.com>, yuvaraj7642@gmail.com <yuvaraj7642@gmail.com>, sindhuprasad85458@gmail.com <sindhuprasad85458@gmail.com>, sruj.22.ps@gmail.com <sruj.22.ps@gmail.com>, harshajanu80733@gmail.com <harshajanu80733@gmail.com>  
Cc: sumap@newhorizonindia.edu <sumap@newhorizonindia.edu>

Dear Civil Students,

Congratulations for getting an offer from Salarpuria Sattva Group.

The exact departments and role would be conveyed to you upon joining. You have to write a mail to Ms. Nibedita at [nibedita.g@sattvagroup.in](mailto:nibedita.g@sattvagroup.in) informing the acceptance of the offer letter your Joining date.

Note that the joining date is 21<sup>st</sup> of April 2022.

**Extract of Offer Letter**

-----  
-----  
----

***Greetings from Salarpuria Sattva.***

Reference to the interview/s, and discussions.

We are pleased to make an offer to you with us as **Trainee Engineer**. The exact department and role would be conveyed upon joining. The Salary details are stated below and this is as per our discussions.

Your Annual CTC is **Rs.3,36,681**+ other benefits. The break up is as provided below:

<b>Trainee Engineer</b>			
<b>Remuneration Details</b>			
<b>S.No</b>	<b>Details</b>	<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
<b>EMOLUMENTS</b>			
1	Basic	11,250	1,35,000
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4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			
			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) <b>w.e.f -</b>	20 Days EL	15,000

	01.04.2021		
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	
<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
<b>OTHER BENEFITS</b>			
1	Mediclaim Insurance Coverage	3 Lakhs	
2	Personal Accident Insurance Coverage	5 Lakhs	
3	Conveyance Reimbursement	As per Policy	
4	CUG Number	As per Policy	
<b>DEDUCTIONS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	PF Employee Share	1,350	16,200
2	Professional Tax	200	2,400

3	ESIC Employee Share	0	0
<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

**Kindly confirm your acceptance to this offer immediately and your date of joining will not be later than 21<sup>st</sup> of April 2022.**

Please share your resignation acceptance letter from your current organisation at the earliest.

Kindly note that detailed appointment letter will be issued within 30 days from your joining the organisation

The above offer is subject to fulfilment of reference checks and Verifications of employment/Background checks.

**Documents required on the day of joining at Corporate Office, Bangalore: Reporting time @ 9.30am**

1	Original Academic & Experience Certificates (Only For Verification)
2	Copies of all <b>academic certificates</b> (1 set). Final Degree <b>Convocation Mandatory</b>
3	Copies of all <b>Previous Employment documents</b> like- Appointment Letter, Relieving Letter, Experience letter. ( <b>Fresher ignore</b> )
4	<b>Relieving letter</b> from the previous employment ( <b>Fresher ignore</b> )
5	<b>Pay slips</b> for all the months starting <b>from April 2021</b> till the date you relieved from previous employment ( <b>Fresher ignore</b> )
6	<b>Form-16 OR TDS computation certificate</b> from previous employment. Mandatory if Gross is above Rs. 22000/- PM ( <b>Fresher ignore</b> )
7	ID / Address proof - <b>PAN &amp; Aadhar copy</b> (Mandatory) / Voter ID, Ration Card, Driving License, Pass port etc.




**8** 6 *Passport* size photos

**9** **SBI Bank Account Mandatory** (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)

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Best Wishes,

cid:be73933c-6b70-4d24-b3e7-d81c96413343

**NEW HORIZON COLLEGE OF ENGINEERING**

**Prof. Binod Kumar Singh**  
Head- IIC & Corporate Relations

Department of HRD

**T:** 080-66297776

**M:** 9663928931

**E:** [placementofficer@newhorizonindia.edu](mailto:placementofficer@newhorizonindia.edu)

LinkedIn icon

[www.newhorizonindia.edu](http://www.newhorizonindia.edu)

**Accredited by NBA and NAAC with 'A' Grade**

**NIRF 2021 Ranked College**



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## Common Employment Offer- Trainee Engineer

1 message

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**placementofficer@newhorizonindia.edu**  
<placementofficer@newhorizonindia.edu>

Mon, 28 Mar 2022 at  
9:48 am

To: vinaynm90@gmail.com <vinaynm90@gmail.com>, gowdal528@gmail.com <gowdal528@gmail.com>, chethangowdar2001@gmail.com <chethangowdar2001@gmail.com>, rhnraju@gmail.com <rhnraju@gmail.com>, gajendratk107@gmail.com <gajendratk107@gmail.com>, saiprashanth755@gmail.com <saiprashanth755@gmail.com>, sheelvanthapoorva@gmail.com <sheelvanthapoorva@gmail.com>, divyamurthy001@gmail.com <divyamurthy001@gmail.com>, megharsmegha2001@gmail.com <megharsmegha2001@gmail.com>, sharensolomon7777@gmail.com <sharensolomon7777@gmail.com>, msakash447@gmail.com <msakash447@gmail.com>, dikshithbr1354@gmail.com <dikshithbr1354@gmail.com>, arshiyashaik1110@gmail.com <arshiyashaik1110@gmail.com>, bhavyaas164@gmail.com <bhavyaas164@gmail.com>, shwethashrinivas18@gmail.com <shwethashrinivas18@gmail.com>, bhavyashrebhavya154@gmail.com <bhavyashrebhavya154@gmail.com>, yuvaraj7642@gmail.com <yuvaraj7642@gmail.com>, sindhuprasad85458@gmail.com <sindhuprasad85458@gmail.com>, sruj.22.ps@gmail.com <sruj.22.ps@gmail.com>, harshajanu80733@gmail.com <harshajanu80733@gmail.com>  
Cc: sumap@newhorizonindia.edu <sumap@newhorizonindia.edu>

Dear Civil Students,

Congratulations for getting an offer from Salarpuria Sattva Group.

The exact departments and role would be conveyed to you upon joining. You have to write a mail to Ms. Nibedita at [nibedita.g@sattvagroup.in](mailto:nibedita.g@sattvagroup.in) informing the acceptance of the offer letter your Joining date.

Note that the joining date is 21<sup>st</sup> of April 2022.

**Extract of Offer Letter**

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***Greetings from Salarpuria Sattva.***

Reference to the interview/s, and discussions.

We are pleased to make an offer to you with us as **Trainee Engineer**. The exact department and role would be conveyed upon joining. The Salary details are stated below and this is as per our discussions.

Your Annual CTC is **Rs.3,36,681**+ other benefits. The break up is as provided below:

<b>Trainee Engineer</b>			
<b>Remuneration Details</b>			
<b>S.No</b>	<b>Details</b>	<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
<b>EMOLUMENTS</b>			
1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500
5	Conveyance	1,600	19,200
6	Medical Reimbursement	1,250	15,000
7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			
			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) <b>w.e.f</b> -	20 Days EL	15,000

	01.04.2021		
<b>(B) Annual Benefits</b>		<b>37,500</b>	
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	Employer Contribution to PF	1,350	16,200
2	Gratuity Contribution (As per Rules)		12,981
3	Employer Contribution to ESIC	0	0
<b>(C) Retiral Benefits</b>		<b>29,181</b>	
<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
<b>OTHER BENEFITS</b>			
1	Mediclaim Insurance Coverage	3 Lakhs	
2	Personal Accident Insurance Coverage	5 Lakhs	
3	Conveyance Reimbursement	As per Policy	
4	CUG Number	As per Policy	
<b>DEDUCTIONS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
1	PF Employee Share	1,350	16,200
2	Professional Tax	200	2,400

3	ESIC Employee Share	0	0
<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

**Kindly confirm your acceptance to this offer immediately and your date of joining will not be later than 21<sup>st</sup> of April 2022.**

Please share your resignation acceptance letter from your current organisation at the earliest.

Kindly note that detailed appointment letter will be issued within 30 days from your joining the organisation

The above offer is subject to fulfilment of reference checks and Verifications of employment/Background checks.

**Documents required on the day of joining at Corporate Office, Bangalore: Reporting time @ 9.30am**


1	Original Academic & Experience Certificates (Only For Verification)
2	Copies of all <b>academic certificates</b> (1 set). Final Degree <b>Convocation Mandatory</b>
3	Copies of all <b>Previous Employment documents</b> like- Appointment Letter, Relieving Letter, Experience letter. ( <b>Fresher ignore</b> )
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**8** 6 *Passport* size photos

**9** **SBI Bank Account Mandatory** (Require Account number and IFSC Code, can submit Passbook copy or Bank statement)

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Best Wishes,

cid:be73933c-6b70-4d24-b3e7-d81c96413343

**NEW HORIZON COLLEGE OF ENGINEERING**

**Prof. Binod Kumar Singh**  
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Dear Civil Students,

Congratulations for getting an offer from Salarpuria Sattva Group.

The exact departments and role would be conveyed to you upon joining. You have to write a mail to Ms. Nibedita at [nibedita.g@sattvagroup.in](mailto:nibedita.g@sattvagroup.in) informing the acceptance of the offer letter your Joining date.

Note that the joining date is 21<sup>st</sup> of April 2022.

### **Extract of Offer Letter**

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### ***Greetings from Salarpuria Sattva.***

*Reference to the interview/s, and discussions.*

*We are pleased to make an offer to you with us as **Trainee Engineer.** The exact department and role would be conveyed upon joining The Salary details are stated below and this is as per our discussions.*

**Your Annul CTC is **Rs.3,36,681**+ other benefits.** The break up is as provided below:



# Trainee Engineer

## Remuneration Details

S.No	Details	Rs. Per Month	Rs. Per Annum
<b>EMOLUMENTS</b>			
1	Basic	11,250	1,35,000
2	House Rent Allowance	4,500	54,000
3	City Comp Allowance	1,688	20,256
4	Leave Travel Allowance	1,125	13,500
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7	Special Allowance	1,087	13,044
<b>(A) Gross Salary</b>		<b>22,500</b>	<b>2,70,000</b>
<b>ANNUAL BENEFITS</b>			<b>Rs. Per Annum</b>
1	Ex Gratia (As per Rules)	1 Month Gross	22,500
2	Leave Encashment (As per Rules) <b>w.e.f - 01.04.2021</b>	20 Days EL	15,000
<b>(B) Annual Benefits</b>			<b>37,500</b>
<b>RETIRAL BENEFITS</b>		<b>Rs. Per Month</b>	<b>Rs. Per Annum</b>
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3	Employer Contribution to ESIC	0	0
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<b>Total Cost to Company (CTC)</b>		<b>3,36,681</b>	
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<b>(D) Deduction</b>		<b>1,550</b>	<b>18,600</b>
4	Necessary TDS will be as applicable		
<b>Monthly Net Pay ( A-D )</b>		<b>20,950</b>	

**Kindly confirm your acceptance to this offer immediately and your date of joining will not be later than 21<sup>st</sup> of April 2022.**

*Please share your resignation acceptance letter from your current organisation at the earliest.*

*Kindly note that detailed appointment letter will be issued within 30 days from your joining the organisation*



HP Computing and Printing Systems India Private Limited  
2nd Floor, 24 Salapura Arena, Hosur Main Road, Bangalore 560030, India, Tel. +91 80 61354320

**PRIVATE & CONFIDENTIAL**

May 12, 2022

Candidate Name: YUKTHA

Candidate Address: #150 yuktha nilaya, Keerthi bakery 10TH CROSS MANJUNATHA LAYOUT MUNNEKOLOLA MARATHALLI  
Bangalore  
India

**OFFER OF EMPLOYMENT ("Offer Letter")**

Dear YUKTHA,

Welcome to HP!

On behalf of HP Computing and Printing Systems India Private Limited ("HP" or "the Company"), we are very pleased to extend this offer of employment to you.

**Position**

You will be employed on a Full time basis 40 hours per week within the HCCO Commercial Organization business group as a Technical Solutions Rep I reporting to Melwyn D'souza or to such other person HP may nominate.

**Conditions and Commencement of Employment**

If you accept this offer, your employment with the Company will commence on May 23, 2022.

As a condition of your employment, you agree to enter into a separate Agreement Regarding Confidential Information and Proprietary Developments ("ARCIPD"), a copy of which is provided to you along with this Offer Letter.

It is important for you to know that this offer of employment is conditional and subject to you successfully passing an employment screening process, which may include criminal or reputational, employment, education and national identification checks/verifications and depending on your role may also include a medical assessment. If this condition is not satisfied, in HP's reasonable opinion, this offer of employment will be void or will become void, on notice by the Company.

**Location**

Your place of work is ECP01 - E City Park, (ECP01), unless notified otherwise, and such other places as we may require.

**Remuneration**



Your total gross annual remuneration is INR₹340,000.00 and is made up of the components set forth in the attached Terms and Conditions of Employment ("Terms"), less all applicable tax withholdings and statutory and other deductions.

### **Probationary Period**

You will be on probation for a period of six (6) months from the date of joining. At the end of the probationary period, subject to your satisfactory performance, your service will be deemed confirmed unless notified otherwise. The Company reserves the right to extend the probationary period up to an additional three (3) months, as well as the right to terminate your employment during or after the probationary period due to performance. During the probationary period, your employment may be terminated by either party with one (1) month notice in writing or payment of one (1) month salary in lieu of notice.

### **Vacation and Other Leave**

You will be entitled to vacation and other leave, as applicable, in accordance with the Company's vacation and other leave policies or as may otherwise be required by law.

### **Important Note**

This offer of employment is subject to you being able to work legally in India, including where relevant, obtaining and maintaining the necessary work permit and other permits/visas/approvals, as required by the Company or the authorities. If at any time you are not legally allowed to work in India, the Company will be unable to continue with your employment and will immediately commence processing your termination.

To accept and agree to this Offer Letter, including the attached Terms and ARCIPD, please ensure your acceptance is received by 19/05/2022, after which this Offer Letter will be null and void.

This Offer Letter, together with the attached Terms and ARCIPD, contains the entire agreement between the parties with respect to your employment with the Company, and supersedes any prior agreements, representations, understandings, or negotiations on the same.

We are thrilled to welcome you, to innovate and develop your career in a Company that creates technology with a purpose: to make life better for everyone, everywhere.

If you have any questions regarding this offer of employment, please contact your Talent Acquisition partner.

We have a great history. Together let's make a great future!

Regards,  
Binu Mathew  
Country Director Human Resources



for and on behalf of  
HP Computing and Printing Systems India Private Limited

I, YUKTHA , hereby acknowledge and accept the terms of this Offer Letter and its attachments.

{{Sig1\_es\_:signer1:signature}}

Signature

{{Sig1\_es\_:signer1:date}}

Date

Son or Daughter of:

---

Father's Name

Employee's Date of Birth (DOB):

---

## **Terms and Conditions of Employment ("Terms")**

### **Introduction**

These Terms outline the general guidelines and conditions of your employment with the Company. Further information on detailed policies, rules and regulations can be found on the Company intranet (which is for viewing by Company employees). Periodically, the Company alters the Terms to reflect changing industry standards and/or the needs of our business. The Company will keep you informed of any changes to these Terms via the Company intranet. It is your responsibility to keep informed of any changes and to have an understanding of these Terms. Your continued employment will constitute your acceptance of any changes to these Terms. Please ensure that you check the Company intranet regularly.

### **Hours of Work**

You will normally be required to work from 8:30AM – 5:30PM, Monday through Friday. However, your actual working hours may vary according to the business activities of the Company. You agree to accept such hours of work without additional compensation, in accordance with applicable laws.



## **Remuneration**

Your total gross remuneration will be made up of an annual base salary of INR ₹136,000.00 ("Base Salary").

You will be eligible to participate in any one Variable Pay Program, which would vary according to your business/role. Goals and metrics may vary with each performance period, and payments under this plan are granted at the sole discretion of the Company. The plan details as applicable to you will be communicated to you at the time of joining.

## **Flexible Benefit Plan (FBP)**

During your employment, you will be eligible to receive guaranteed benefits under the Flexible Benefit Plan ("FBP") of the Company, up to a maximum annual amount of INR ₹175,858.40, subject to the terms set out in Annexure I.

## **Provident Fund**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, as well as deduct an equivalent of 12% of your Basic Salary or the statutory Provident Fund wage ceiling amount whichever is greater, and remit the same to the fund, as employee contribution. This is inclusive of statutory remittance by the Company towards the employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

## **Gratuity**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972 and per HP's Gratuity Policy.

## **Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for you. The annual premium will be borne by the Company. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage in accordance with that Act. Your share of contribution along with the Company's share of contribution will be remitted in accordance with that Act.

## **Leave**

You are entitled to annual Leave and sickness-cum-casual leave per annum as per the Company's leave policy. You may utilize your leave as per the Company policy.

## **Retirement**

You will retire from the services of the Company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.



### **Conflict of Interest**

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

### **Integrity at HP**

The Company has established a company-wide Best Work Environment Policy (BWE), incorporating Integrity at HP. Integrity at HP and associated policies outline the highest principles of business ethics, and clearly define how all Company employees should conduct themselves in the workplace and anywhere the Company does business. They also inform you of your legal and ethical obligations to the Company, its customers, competitors and suppliers and form part of your terms and conditions of employment.

Failure to comply with Integrity at HP and associated policies is misconduct, and may result in disciplinary action, up to and including termination of employment.

### **Transfer**

Though you have been engaged for a specific position, your services can be transferred by the Company from one location to another, and/or one department/entity to another. Your services can also be transferred to any of the Company's subsidiary, associate, partner or affiliate companies anywhere in India or abroad depending on the exigencies of the business.

### **Notice of Separation/Termination**

Your services can be terminated by either party giving the other two (2) months' notice in writing ("Notice Period"). The Company however, reserves its right to terminate your employment with immediate effect by providing you salary in lieu of the Notice Period.

Your position with the Company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice Period shall be treated as a material breach of your employment contract and the Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to the sum of the notice period, which the Company has the right to deduct from the final payments due to you from the Company. The term "salary" for the above purposes is Basic Salary and 50% FBP only.

In case of your material breach of the Offer Letter and these Terms (together, "Agreement"), or any of the Company's policies, or in case of misconduct, the Company has the right to terminate your services without notice. Upon the termination of your employment for whatever reason, you will immediately return to the Company all books, documents, papers, materials, credit cards and other properties belonging to the Company which may then be in your possession or under your power or control.

You will not, at any time after termination of this Agreement, for whatever reason, represent yourself as being in any way connected with the affairs of the Company.

### **General Conditions**

Your working hours, weekly offs, periods of work, public holidays, leave rules and other terms and conditions of employment will be governed by the rules and regulations applicable to the business unit to which you will be attached.





Your employment will be governed by the Company's rules and regulations, whether in force now or as may come into force from time to time, even if they are not individually notified to you in writing. The Company has the sole and absolute right and discretion to change any of its rules and regulations at any time to meet exigencies of the business.

If you are absent from the designated office for a period of more than 13 working days without adequate authorization under Company policies, you shall be deemed to have abandoned your employment voluntarily.

**Declaration: Shift Transportation.** I hereby understand that the Company provides the necessary transportation arrangements, free of cost, including a security escort as applicable, for travel to and from my residence and place of work, as stated in the Company's Transport Policy, which can be accessed via the Company intranet.

I acknowledge that the above transport facility is provided by the Company for my safety and security in line with the provisions of the applicable laws. In the event I choose not to avail the above facility on any working day/days, I assume sole responsibility for my safety and security, and shall not hold the Company liable for any loss, injury or damage sustained to my person or property.

**Conflict of Interest (Relieving Letter).** I acknowledge that I am not in direct or indirect employment with any other company/organization and I am not bound by any agreement/bond restricting me to undertake employment with HP Inc.; I am entitled to undertake a full-time employment with the Company, as per these terms and conditions. I shall furnish relevant documentation (Relieving Letter) to the Company which can be treated as a proof of my official exit from my previous company/organization, if employed earlier, and shall confirm herewith that my joining HP Inc. will be post my official exit from the previous company/organization.

**Education Undertaking.** I hereby undertake that in case I am unable to furnish a copy of the education certificate and mark sheet to the Company within a reasonable time period, the Company has the right to take an action upon me including termination.

**Undertaking - Compliance with Privacy Obligations and Sharing of Information.** I acknowledge and fully understand that HP Inc. is committed towards safeguarding the privacy and personal information of its employees, customers and any other individual that it may be engaged with and that HP Inc. has in place suitable policies to ensure compliance. I hereby, unconditionally confirm to comply with and abide by the requirements of these policies.

I authorize HP Inc., including its subsidiaries, affiliated companies, officers, directors, managers, shareholders, agents, employees, attorneys, representatives and assignees, and the employees, agents, attorneys, officers and directors of each of them (collectively "Authorized Parties"), and any other third party acting on the Authorized Parties' behalf in accordance with local laws, to request and receive information and records concerning me, in either hard copy or electronic formats, which may include, but will not be limited to, identification, criminal history, driving, employment, military, educational records or other information required by HP Inc.'s policies or consistent with HP Inc.'s regular background screening processes and/or procedures.

I further acknowledge that any personal or sensitive personal information or data provided by me to the Authorized Parties in the course of my employment with HP Inc., may be used by HP Inc. for the activities and purposes relating to my employment. I authorize HP Inc. to transfer such personal or sensitive personal information or data to a third-party in India or abroad to the extent required to enable such third-party to perform employment-related services on behalf of HP Inc.



### Choice of Law

The terms of your employment shall be governed by the laws of India, and the Courts of India shall have exclusive jurisdiction.

### Your Annualized Compensation & Benefits Statement

This is your personalized Compensation & Benefits statement.

In case you have any questions or need clarification, please contact your HR manager.

**Name:** YUKTHA  
**Place:** ECP01 - E City Park, (ECP01)  
**Job Level:** 21 Base  
**Job Function and family:** Customer Solution Center-Technical  
**Job Code:** 00S30A  
**Salary Grade:** M10  
**Effective Date:** 23/05/2022

### Annual in INR

(A) **Basic Salary:** ₹136,000.00

(B) **Flexible Benefit Plan (FBP):** ₹175,858.40

(C) **Employer Provident Fund @ 12% of Basic Salary or the statutory Provident Fund wage ceiling amount, whichever is greater:** ₹21,600.00

(D) **Gratuity @ 4.81% on Basic Salary:** ₹6,541.60

( Gratuity payout will be made as per policy terms and conditions )

**Total Cost to company:** ₹340,000.00



## **India Flexible Benefits Plan (FBP)- Mainstream Intermediate and below**

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

You will be eligible for a House Rent Allowance (HRA) with Maximum Limit of 60% of Annual Basic. You need to produce supporting documents for the same (e.g. - Declaration & at least one receipt per quarter, as proof of rent, from landlord).

### **2. Leave Travel Allowance (LTA)**

You will be eligible for Leave Travel Allowance (LTA) once a year (LTA will be exempt if availed by the employee twice in block of four calendar years).

The calendar years currently applicable are 2018-2021.

Maximum Limit for LTA: 20% of Annual Basic subject to a maximum of Rs.200, 000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave.

### **3. Children education allowance for maximum of 2 dependent children:**

(Per child per month Rs.100), Max Limit: Rs.2, 400 (annually)

Supporting Documents: Declaration in the payroll tool\*

### **4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel) (Per child per month Rs. 300)**

Max Limit: Rs.7, 200

Supporting Documents: Declaration in the payroll tool\*

### **5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/restaurants during the course of the workday)**

Maximum Limit: Rs.26,400 (Annually)

Supporting Documents: As per program guidelines

### **6. Bonus/Ex gratia - An amount of Rs.1400/- will be paid out monthly as advance Bonus/Exgratia. For those earning wages up to Rs.21, 000/-pm advance Bonus is paid towards payment of bonus payable under the Payment of Bonus Act, 1965. Those having wages above Rs.21, 000/-pm this amount will be treated as ex gratia. Max Limit: Rs. 16,800 (Annually)**

### **7. Personal Pay through Payroll - Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year.**

Maximum Limit: 100% of FBP



8. Car Lease Program - Employees can lease a car through an operating lease program and avail tax benefit based on the eligibility. Please refer to the policy for more details.

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities

## **Annexure I**

### **Flexible Benefits Plan (FBP)**

\* Employees are liable to provide proof in the event of an evaluation by income tax authorities.

#### **Guidelines Governing FBP**

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. These benefits are guaranteed as part of your compensation package during employment although may be subject to different treatment upon termination of employment. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to make their selection within two weeks of joining the Company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized cannot be changed by the employee during the period of that year. Exception to this will be made under following circumstances:
  - Transfer of the employee from one city to another.
  - Change of grade/level.
  - Change of residential accommodation.
  - Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents.
4. While selecting from the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
  - 25% of the annual kitty in Q1
  - 25% of the annual kitty in Q2, together with the balance of Q1, if any
  - 25% of the annual kitty in Q3, together with the balance of Q1 and Q2, if any
  - 25% of the annual kitty in Q4, together with the balance of Q1, Q2 and Q3, if any

For the purposes of the plan, the quarters will be as follows:

- Q1 - April, May, June
- Q2 - July, August, September
- Q3 - October, November, December
- Q4 - January, February, March

Any unutilized amount in the kitty on 31st March will be paid along with the April salary and tax recovered appropriately.

5. In the event of the separation of an employee from the services of the Company, only a pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
6. The Company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.



7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the Company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

**HP Employee Letter of Assurance Agreement Form**



U.S. Export Controls on Technology Transfer:

I acknowledge that during my work for HP Inc. (HP) I may, directly or indirectly, receive or access software and/or technical data which HP has classified according to the US Commerce Control List (CCL) as eligible for export under license exemption "Technology and Software Under Restriction" (TSR) to all destinations except those listed below.

I agree not to export or re-export this software and/or technical data or any direct product based on this software or technical data without proper US government authorization to destinations not eligible for exports under license exemption TSR.

According to current US export regulations the following countries are not eligible for exports under license exemption TSR. This list is subject to change without notice.

Armenia  
Azerbaijan  
Belarus  
Cambodia  
China (People's Republic of China)  
Cuba  
Georgia  
Hong Kong  
Iran  
Iraq  
Kazakhstan  
Kyrgyzstan  
Laos  
Libya  
Macao (Macau)  
Moldova  
Mongolia  
Myanmar (Burma)  
North Korea (Democratic People's Republic of Korea)  
North Sudan (Khartoum)  
Russia  
Syria  
Tajikistan  
Turkmenistan  
Ukraine  
Uzbekistan  
Venezuela  
Vietnam  
Yemen

**Signature required:** {{Sig1\_es\_:signer1:signature}} **Date:** {{Dte\_es\_:signer:date}}



## Agreement Regarding Confidential Information and Proprietary Developments

**Candidate Name:** YUKTHA (CID9302206)

**Candidate ID #:** CID9302206

**1. Consideration and Relationship to Employment.** As a condition of my employment with HP Inc. Company or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company.

I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;





- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense.

I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. **Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. **Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. **Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.

7. **Relief; Extension.** I understand that if I violate this Agreement, Company will be entitled to (i) injunctive relief by temporary restraining order, temporary injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply.



8. **Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

9. **Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

10. **Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

I accept the offer, Agreement Regarding Confidential Information and Proprietary Developments and all of the documents' terms and conditions above

**For Employee**

{{Sig1\_es\_:signer1:signature}}

\_\_\_\_\_

Name

{{Dte\_es\_:signer:date}}

\_\_\_\_\_

Date

**For and on behalf of the company**



*Binu Mathew*

**Binu Mathew**  
**Country Director Human Resources**