

PLACEMENT CELL ANNUAL REPORT

A.Y - 2019-20

| SN | Name of student | Department | Company Name | Package (In INR per annum) |
|----|---------------------------|---------------------|-----------------|----------------------------|
| 1 | SAMEER SOURAV MISHRA | M.Sc. AMB | BEWL | 1.8 Lacs PA |
| 2 | ANKITA SATPATHY | M.Sc.Biotechnology | British Telecom | 2.60 Lacs PA |
| 3 | AVS NIKITA | B.Sc.Biotechnology | British Telecom | 2.60 Lacs PA |
| 4 | DEEPSHIKHA KAR | M.Sc.Biotechnology | British Telecom | 2.60 Lacs PA |
| 5 | JYOTI OJHA | B.Sc.Biotechnology | British Telecom | 2.60 Lacs PA |
| 6 | SHILWY KUMARI | B.Sc.Biotechnology | British Telecom | 2.60 Lacs PA |
| 7 | A. DIVYA | B.Sc.Biotechnology | Capgemini | 2.50 Lacs PA |
| 8 | ABHISEK GANGDEB | B.Sc.Biotechnology | Capgemini | 2.50 Lacs PA |
| 9 | ADARSHAMAYEE MOHANTY | M.Sc. AMB | Capgemini | 2.50 Lacs PA |
| 10 | ALISHA MOHANTY | B.Sc.Biotechnology | Capgemini | 2.50 Lacs PA |
| 11 | ALOK KUMAR NAYAK | BCA | Capgemini | 2.50 Lacs PA |
| 12 | AMIT PRADHAN | BCA | Capgemini | 2.50 Lacs PA |
| 13 | ASHISH PATRA | BCA | Capgemini | 2.50 Lacs PA |
| 14 | BHABANI JENA | BCA | Capgemini | 2.50 Lacs PA |
| 15 | DEBASMITA DAS | M.Sc.Biotechnology | Capgemini | 2.50 Lacs PA |
| 16 | DEBOPAM RATH | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 17 | GARIMA BISWAKARMA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 18 | HELEN PATRA | BCA | Capgemini | 2.50 Lacs PA |
| 19 | ISHA SHARMA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 20 | JAGESHWAR KUMAR | BCA | Capgemini | 2.50 Lacs PA |
| 21 | JAGRUTI MISHRA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 22 | JITEN KUMAR BANUA | BCA | Capgemini | 2.50 Lacs PA |
| 23 | KHUSHI SHARMA | BCA | Capgemini | 2.50 Lacs PA |
| 24 | MANASMITA MAHANTA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 25 | MOHAMMED JUNDAL MAJID | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 26 | PALLABI MOHANTY | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 27 | PRABHAT PRITI RANJAN BHOI | BCA | Capgemini | 2.50 Lacs PA |
| 28 | PRAGNYA PARAMITA BEHERA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 29 | PRASTITI MOHANTY | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 30 | PRATIKSHYA MOHAPATRA | M.Sc.Biotechnology | Capgemini | 2.50 Lacs PA |
| 31 | JAGRUTI MISHRA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 32 | JITEN KUMAR BANUA | BCA | Capgemini | 2.50 Lacs PA |
| 33 | KHUSHI SHARMA | BCA | Capgemini | 2.50 Lacs PA |
| 34 | MANASMITA MAHANTA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 35 | MOHAMMED JUNDAL MAJID | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |

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|----|-----------------------------|---------------------|-----------|--------------|
| 36 | PALLABI MOHANTY | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 37 | PRABHAT PRITI RANJAN BHOI | BCA | Capgemini | 2.50 Lacs PA |
| 38 | PRAGNYA PARAMITA BEHERA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 39 | PRASTITI MOHANTY | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 40 | PRATIKSHYA MOHAPATRA | M.Sc.Biotechnology | Capgemini | 2.50 Lacs PA |
| 41 | PREETIMAI GAHAN | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 42 | PRIYANKA SWAIN | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 43 | RAJ JAISWAL | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 44 | RITUPARNA SATAPATHY | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 45 | ROJALIN MAHAPATRA | BCA | Capgemini | 2.50 Lacs PA |
| 46 | S. JYOTSNA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 47 | SANDEEP KUMAR DAS | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 48 | SANJANA PATI | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 49 | SASWAT DAS | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 50 | SATYA SARBAJIT BEHERA | BCA | Capgemini | 2.50 Lacs PA |
| 51 | SHEN SHEKINAH AIND | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 52 | SHILPITA KUILA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 53 | SHIVANWESHA TRIPATHY | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 54 | SHWETA KUMARI ROWLO | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 55 | SNIGDHA MADHABA MAHARANA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 56 | SOUMITRI SAHOO | BCA | Capgemini | 2.50 Lacs PA |
| 57 | SOUVAGYA DAS | BCA | Capgemini | 2.50 Lacs PA |
| 58 | SUBHALAXMI CHOUDHURY | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 59 | SUBHALAXMI ROUT | BCA | Capgemini | 2.50 Lacs PA |
| 60 | SUBHANGINI NAYAK | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 61 | SUKANYA KHAMARI | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 62 | SUSHREE SMRUTISNIGDHA SAHOO | M.Sc.Biotechnology | Capgemini | 2.50 Lacs PA |
| 63 | SWETA PANDA | BCA | Capgemini | 2.50 Lacs PA |
| 64 | TANUSHREE BEHERA | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |
| 65 | TANUSHREE BEHERA | M.Sc.Biotechnology | Capgemini | 2.50 Lacs PA |
| 66 | UPALI APARAJITA SAHOO | B.Sc. Biotechnology | Capgemini | 2.50 Lacs PA |

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|----|-------------------------------|---------------------|------------|--------------|
| 67 | LUCY SHARMA | BCA | Cognizant | 2.52 Lacs PA |
| 68 | MEHUL | B.Sc. Biotechnology | Cognizant | 2.52 Lacs PA |
| 69 | SHAKSHI SINGH | B.Sc. Biotechnology | Cognizant | 2.52 Lacs PA |
| 70 | SOUMYA SRUTI PRUSTY | B.Sc. Biotechnology | Cognizant | 2.52 Lacs PA |
| 71 | B. SRUTHI SRI SPANDANA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 72 | KRUSHNA CHANDRA NANDA | BCA | Concentrix | 2.00 Lacs PA |
| 73 | LILIMA SETHI | M.Sc.Biotechnology | Concentrix | 2.00 Lacs PA |
| 74 | NIKITA TIWARY | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 75 | PRAKASH KUMAR PRUSTI | M.Sc.Biotechnology | Concentrix | 2.00 Lacs PA |
| 76 | PRAVHA KUMARI | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 77 | RIYA RAJ | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 78 | SOOSRI SUNANDA SWAIN | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 79 | SUSHREE SMITAPRANGYA SAMAL | M.Sc.Biotechnology | Concentrix | 2.00 Lacs PA |
| 80 | DEBASMITA BEHERA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 81 | PRIYANKA TRIPATHY | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 82 | ARUPARNA HOTA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 83 | SMARANIKA MAHANTA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 84 | SASWATI ROUT | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 85 | SHREYA MISHRA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 86 | SUMAN PATEL | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 87 | ALISHA LENKA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 88 | RITIKA DASH | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 89 | MOUSUMI PARIDA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 90 | SANKALP DAS | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 91 | YOGAMAYA BIHARI | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 92 | ARPITA PATTNAIK | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |

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|-----|-----------------------------|---------------------|--------------------------------|--------------|
| 93 | PRIYA JAISWAL | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 94 | SAMBIT NAYAK | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 95 | SANJANA MOHANTY | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 96 | AHALYA BIRUA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 97 | GARIMA BISWAKARMA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 98 | ARADHANA SATAPTHY | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 99 | LUINA PRIYADARSHINI PRADHAN | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 100 | PRAGYAN PARAMITA | B.Sc. Biotechnology | Concentrix | 2.00 Lacs PA |
| 101 | BARSHA SAHOO | B.Sc. Biotechnology | Reliance Life Sciences Pvt Ltd | 3.40 Lacs PA |
| 102 | AMLAN PATI | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 103 | CHINMAYA RAY | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 104 | PRAJJWAL MISHRA | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 105 | SANTOSH KUMAR PARIDA | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 106 | SOURAV PATTNAIK | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 107 | AMRIT ROUT | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 108 | RAJAT KUMAR MEHER | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 109 | BIKRAM BARIK | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 110 | SOUMYA RANJAN MISHRA | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 111 | TAPAS RANJAN PATRA | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 112 | BISWAJIT PANIGRAHI | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 113 | AJAY KUMAR JENA | B.Sc. Biotechnology | CPC Diagnostics | 2.00 Lacs PA |
| 114 | AMIT KUMAR PANDA | BCA | Deloitte | 3.82 Lacs PA |
| 115 | BADAL KUMAR MANTRY | BCA | Deloitte | 3.82 Lacs PA |
| 116 | DIBYA RANJAN JENA | BCA | Deloitte | 3.82 Lacs PA |
| 117 | DIBYAJYOTI PATTANAYAK | BCA | Deloitte | 3.82 Lacs PA |
| 118 | HAREKRISHNA PAUL | BCA | Deloitte | 3.82 Lacs PA |
| 119 | PRIYAMBADA SAR | BCA | Deloitte | 3.82 Lacs PA |

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|-----|---------------------------|---------------------|-----------------------|--------------|
| 120 | RAKESH PRAJAPATI | BCA | Deloitte | 3.82 Lacs PA |
| 121 | SASMITA SWAIN | BCA | Deloitte | 3.82 Lacs PA |
| 122 | SHINMAYA KUMAR SAHOO | BCA | Deloitte | 3.82 Lacs PA |
| 123 | SHRADHASHREE NAYAK | BCA | Deloitte | 3.82 Lacs PA |
| 124 | SRIPATHI HEMA | BCA | Deloitte | 3.82 Lacs PA |
| 125 | SRISHTI RAJ | BCA | Infosys | 2.19 Lacs PA |
| 126 | ANTIM AKASH MISHRA | B.Sc. Biotechnology | Integrataed Resources | 3.74 Lacs PA |
| 127 | AVNISH SINGH | B.Sc. Biotechnology | Integrataed Resources | 3.74 Lacs PA |
| 128 | POOJA BEHERA | M.Sc. AMB | Integrataed Resources | 3.74 Lacs PA |
| 129 | PRIYA MAHATO | M.Sc. Biotechnology | Integrataed Resources | 3.74 Lacs PA |
| 130 | SAYANTAN SARKAR | M.Sc. Biotechnology | Integrataed Resources | 3.74 Lacs PA |
| 131 | SAYANTANI GUHA | M.Sc. Biotechnology | Integrataed Resources | 3.74 Lacs PA |
| 132 | SHAILJA KUMARI SRIVASTAVA | M.Sc. Biotechnology | Integrataed Resources | 3.74 Lacs PA |
| 133 | SRADHANJALI MAHARATHI | M.Sc. AMB | Integrataed Resources | 3.74 Lacs PA |
| 134 | SUNITA SAHOO | M.Sc. AMB | Integrataed Resources | 3.74 Lacs PA |
| 135 | SWAYAM SARVANI SAHOO | M.Sc. AMB | Integrataed Resources | 3.74 Lacs PA |
| 136 | ANIL KUMAR PANDA | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 137 | ANKITA PATTNAIK | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 138 | ARPITA PATRO | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 139 | ASHUTOSH PANIGRAHI | B.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 140 | AYESHA AFRIN | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 141 | BINAPANI GIRI | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 142 | GAURAB NANDI | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 143 | JAGAN KUMAR BEURIA | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 144 | KUNTULU ANKITA | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 145 | LICKY PRIYADARSHINI | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 146 | MANISHA NANDAN | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 147 | NIKITA ROUTRAY | M.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |

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|-----|-----------------------------------|---------------------|---------------------|--------------|
| 148 | NIRLIPTA DHAL | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 149 | PRATICHI SRIYADARSHINI | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 150 | PRITEEMAYEE SWAIN | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 151 | PRITI KUMARI CHOUDRI | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 152 | PRITISHREE RAY | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 153 | PRIYANKA BARIK | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 154 | PRIYANKA ROUT | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 155 | RAJESH KUMAR RATH | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 156 | RAZIA PARVEEN | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 157 | RITU BARAL | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 158 | RITUPURBA DASH | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 159 | SAMUKA SAHU | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 160 | SANKALP KUMAR PADHI | B.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 161 | SIBANI PRIYADARSHINI SATAPATHY | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 162 | SNIGDHA SUBHADARSHINI SAHOO | B.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 163 | SUBHASHMITA JENA | B.Sc. Biotechnology | OMICS International | 2.94 Lacs PA |
| 164 | SUSHREE SUBHRAJYOTI PRUSTY | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 165 | SUSMITA BISWAL | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 166 | SWAGATIKA TRIPATHY | M.Sc.Biotechnology | OMICS International | 2.94 Lacs PA |
| 167 | SUBRATA PARAI | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 168 | BHAVNA PRASAD | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 169 | RASMITA PADHI | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 170 | MANASI JENA | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 171 | DEBASHISH SAHOO | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 172 | SUNITA JETHY | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 173 | DIPTIMAYEE JALLY | M.Sc. AMB | OMICS International | 2.94 Lacs PA |

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|-----|-----------------------|---------------------|------------------------------|--------------|
| 174 | SASMITA MEHER | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 175 | ABHIPSA SAMAL | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 176 | MOUSUMI SATAPATHY | M.Sc. AMB | OMICS International | 2.94 Lacs PA |
| 177 | RAJNANDINI SWAIN | B.Sc. Biotechnology | TCS | 1.92 Lacs PA |
| 178 | SHILPA JANA | BCA | TCS | 1.92 Lacs PA |
| 179 | SWETA SUCHARITA DAS | B.Sc. Biotechnology | TCS | 1.92 Lacs PA |
| 180 | ABHISEK KUMAR DUTTA | BCA | Wipro Technologies | 1.8 Lacs PA |
| 181 | AMIT KUMAR SIA | BCA | Wipro Technologies | 1.8 Lacs PA |
| 182 | ASIFA AFRIN | BCA | Wipro Technologies | 1.8 Lacs PA |
| 183 | BISWAJIT PANDA | BCA | Wipro Technologies | 1.8 Lacs PA |
| 184 | D.SUMAN | BCA | Wipro Technologies | 1.8 Lacs PA |
| 185 | ETISHA BASANTARA | BCA | Wipro Technologies | 1.8 Lacs PA |
| 186 | KHUSHBU KUMARI | BCA | Wipro Technologies | 1.8 Lacs PA |
| 187 | PABITRA DAS | BCA | Wipro Technologies | 1.8 Lacs PA |
| 188 | PINKY KUMARI SAHANI | BCA | Wipro Technologies | 1.8 Lacs PA |
| 189 | RASMIDUTTA MISHRA | BCA | Wipro Technologies | 1.8 Lacs PA |
| 190 | SATYAKI RANJAN PATRA | BCA | Wipro Technologies | 1.8 Lacs PA |
| 191 | SUBHASISH NAYAK | BCA | Wipro Technologies | 1.8 Lacs PA |
| 192 | SUNIL KUMAR SAHOO | BCA | Wipro Technologies | 1.8 Lacs PA |
| 193 | SUVENDU SHEKHAR SAMAL | BCA | Wipro Technologies | 1.8 Lacs PA |
| 194 | SWAYAMPBABHA SWAIN | BCA | Wipro Technologies | 1.8 Lacs PA |
| 195 | TANMAY KUMAR MOHARANA | BCA | Wipro Technologies | 1.8 Lacs PA |
| 196 | IPSITA SINGH | B.Sc. Biotechnology | iServeU Technologies Pvt Ltd | 1.92 Lacs PA |


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HEAD

(TRAINING & PLACEMENT)

Head, Training & Placement
MITS Group



DIRECTOR

Director
MITS School of Biotechnology
Bhubaneswar



billets ELEKTRO WERKE PRIVATE LIMITED

(Formerly known as billets ELEKTRO WERKE LTD.)

An ISO 9001 / 2008 Company

REG. NO. UB13006811990P100512054

Registered Office, Gandhinagar

FACTORY : Survey No. 151/1/A/P1, GIDC Phase III, Umbergaon - 390 171 Dist. Vansad, Gujarat, India.
Tel : +91-260-2561760, 2562424, 2561814 Fax: +91-260-2565193 Email: works@bowl.in, info@bowl.in Website: www.bowl.in

Date: 10-12-2019

Mr. Sameer Sourav Mishra
MITS School of Biotechnology
Bhubaneswar, Odisha

OFFER LETTER

Sub: Provisional offer for position of – “Trainee Chemist”.

Dear Sameer Sourav Mishra,

We reference to your application & the subsequent discussion you had with us, we are pleased to offer you the position of “Trainee Chemist” in our company to be based at our Umbergaon Factory.

The terms and condition of your appointment have been mutually agreed & decided between us. You will be issued the formal appointment letter on joining your duties based on the terms & condition agreed at the time of interview.

Your appointment shall be subject to submitting the following documents.

1. Two passport size photo.
2. Relevant educational and experience certificate.
3. Certificate of Date of Birth.
4. Copy of PAN Card.
5. ID Proof

You should join your duties by 16-02-2020 failing which this offer will stand automatically cancelled.

Thanking you,

Yours faithfully,

For billets ELEKTRO WERKE PVT. LTD.



REGISTERED & ADMIN. OFFICE: 42, 1st Floor, Jagat Sagar Industrial Estate, Off Aarey Road, Gurgaon (E), Munjal - 400 063, India.
Tel: +91-22-4053 4250 / 4 / 5, 2927 5967 Fax: +91-22-4053 4222 Email: info@bowl.in, sales@bowl.in

DESIGNERS & MANUFACTURERS OF CABLE LUGS / CONNECTORS / SPLIT BOLT CONNECTORS
BI-METALLIC LUGS / BI-METALIC CONNECTORS / COPPER TUBES, RODS & BUSBARS



PRIVATE & CONFIDENTIAL

Ankita Satpathy
Banki, Cuttack,
Odisha, India

August 11, 2020

TRAINEE ASSOCIATE (Service Desk Trainee) CONTRACT

Dear Shilwy Kumari,

This is your Contract of Training/Apprenticeship ('Contract') and contains a statement of the applicable terms of your training.

We are delighted that you have agreed to join us as a Trainee (Service Desk Trainee). Once you have acknowledged these terms, this shall become a contract between you and the Company.

Please note that your engagement with us is subject to you having the right to work in India, completing the applicable registration requirements under law, and to our being satisfied that you have met all pre-engagement conditions. Any requirements under the Provisional Offer of Apprenticeship, that permit or require compliance after the commencement of your training, will continue to require compliance by you within timelines specified therein.

1. Commencement Date

1.1 For the purposes of your training, your engagement is with BT e-Serv (India) Private Limited (Company) having its registered office at Eros Corporate Tower, 11th Floor, Nehru Place, New Delhi, 110019, India. Your training with the Company will be based out of our location specified in Clause 3.1 below and will commence on the date set out in Section 2 of Appendix 1 to this Contract.

1.2 Your Training will be for a period of 15 months from the start date specified in Appendix 1.

2. Training

2.1 During the training you will be required to undertake:

- an induction and orientation program;
- basic training and other training necessary to deal with the on-the-job training aspect of your apprenticeship; and
- any other requirement, which may be specified.

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com



2.2 Your performance and suitability for training will be continued to be monitored. We reserve the right to terminate your training at any time and in accordance with clause 2.3 or clause 12.5, including if your performance, behaviour and/or conduct is found unsatisfactory.

2.3 At any time during the term, your training may be terminated by the Company for convenience with a written notice of one (1) month or payment in lieu thereof. We also reserve the right to terminate your training without notice in accordance with clause 12.5.

3. Role and Duties

3.1 You will be engaged for training as an apprentice in the role, title and reporting structure as set out at Section 1 of Appendix 1 to this Contract. You will undertake training in Communication / Process / Technical / and/or Skill Development Training in Customer Service, as specified in Appendix 1.

3.2 You may be required to undertake such other duties as the Company may reasonably require from time to time. If your duties or position with the Company changes for any reason, then the terms of this Contract (including clause 12) will continue to apply, unless expressly varied in writing.

3.3 During the course of your training you are expected, at all times, to maintain professional and responsible standards of conduct/behavior, attendance and performance. In particular you will:

- a. unless prevented by ill-health, devote the whole of your training time, attention and abilities to the business of the Company and not undertake any outside work without the written consent of the Company;
- b. have regular meetings with your manager to review your progress, agree targets for your training and discuss any problems or issues you may have;
- c. be required to meet satisfactory levels of conduct and performance relevant to your training and role. We may take disciplinary or other action (which may include dismissal) if you fail to meet such standards or undertake such other duties related to your training as we may require from time to time;
- d. diligently perform the duties assigned to you by the Company;
- e. agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings, etc and in any other form that may be required by the Company) of your work (including all inventions and proprietary information as per the Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be made available to and remain the sole property of the Company at all times;
- f. comply with all reasonable and lawful directions given to you by the Company;
- g. report any wrongdoing or proposed wrongdoing by you or any other person training/working with the Company including any employee, director, apprentices, contract workers, suppliers, customers of the Company;
- h. allow the Company to inspect, at any time with or without notice, any property situated on the Company's premises and owned by the Company, including disks, computers, other storage media, filing cabinets or other work areas, which is in your possession or control;

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eric Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com



- i. use your best endeavours to promote, protect, develop and extend the business of the Company;
- j. comply with applicable BT policies, as introduced and amended from time to time;
- k. comply with our ethics code: The BT Way, as amended from time to time;
- l. comply with BT's safety and security requirements at all times; and
- m. familiarise yourself with all BT policies, our ethics code, processes etc. Ignorance will not constitute a defence against breach of any policy, code, process, or law.

3.4 We may at any time during the term of your training require you to undergo medical examination and/or pathological tests including drug and alcohol tests, by a Company recommended doctor(s) and consultants. You agree to disclose any report produced in this connection with us and for us to discuss the report with any doctor or consultant we deem suitable, including the one who examined you. Should you refuse, we will make a decision on your suitability to continue in our training on the basis of the information available to us. We may also seek such tests and reports in disciplinary matters and you agree to provide these.

3.5 You agree to comply with the Company's codes, policies and procedures, as available on the BT intranet or as published or notified by the Company. These documents may be reviewed and updated from time to time and shall continue to apply to you in their updated form.

4. Location

4.1 Your normal place of training is set out in Section 3 of Appendix 1 to this Contract ('Normal Place of Training'). However, for particular aspects of your training, or otherwise during the Term, the Company reserves the right to require you to operate/train out of different premises.

4.2 You agree that the Company may also require you to relocate to such other office, or premises occupied by the Company, any Group company, or its customer. This will be with prior notice.

4.3 You also consent to the transfer of your training to another Group Company at any time during the Term.

4.4 You agree to travel if required by Company. Such travel shall be arranged and undertaken in accordance with applicable Company policies. Please ensure you follow the applicable process and have the necessary approval before incurring any expenses.

5. Stipend

5.1 Your stipend for the term of fifteen (15) months is **INR 21679** which shall be payable monthly in arrears directly into your nominated bank account. (Stipend). A complete breakdown of your Stipend/compensation package is set out at Appendix 1 of this Contract.

5.2 All payments received by you from the Company will be subject to statutory deductions as required by law. You agree that you shall be personally responsible for the settlement of all taxes and will indemnify us against any claims or liabilities which we may be required to pay on your behalf.

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5.3 Subject to policy and at the Company's discretion, your Stipend may be reviewed without affecting the other terms of your training. There is no obligation to award an increase and there will be no review of your Stipend after notice of termination of Contract has been given by either party.

5.4 At any time during your training, or upon its termination, you consent to the Company deducting from Stipend (or from any other payments due to you) any money which you may owe to the Company.

6. Other Benefits

6.1 You will be eligible for insurance and such other benefits, if any, as set out in Section 7 of Appendix 1 to this Contract and in accordance with Company's prevailing policies as can be found on the intranet. Any eligibility to the same is subject to our sole discretion and to:

- a) acceptance by the insurer of you under the relevant policy;
- b) the terms, conditions and exclusions of the relevant policy; and
- c) the Company's right at any time to seek and obtain insurance on different terms and levels of benefits as compared to the terms applicable at the commencement of your training.

7. Annual Leave

7.1 The Company's annual leave cycle is from 1 April to 31 March. Your annual leave entitlement is set out in Section 6 of Appendix 1. If your training starts or finishes part of the way through the annual leave cycle your entitlement will be calculated on a pro-rata basis (rounded up to the nearest half day).

7.2 You will be paid your Stipend at a daily rate during the annual leave availed by you. Annual leave must be availed in line with the applicable leave policy which includes you making a formal request on the leave portal.

7.3 You are also entitled to certain public holidays. HR publishes this list of public holidays at the beginning of each calendar year. The list of public holidays is decided every year by the Company in line with applicable law and the operational requirements of each business unit.

7.4 The Company encourages you to take all your annual leave entitlement in the year in which it accrues. Any annual leave balance will be carried forward in accordance with the Company policy. Consequently, you agree to forfeit the leave that cannot be carried forward in line with company policy.

7.5 You will be entitled to encashment of accrued but untaken annual leave only on termination of training. This payment shall be calculated at your daily Stipend rate. If you have availed leave in excess of your accrued entitlement, you consent to our deducting an amount in respect of this excess leave from the payments due to you.

7.6 You are entitled to avail sick leave in accordance with Company policy.

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8. Hours

8.1 You are expected to attend the training on a shift system basis for a minimum of 40 hours per week, exclusive of rest/meal breaks.

8.2 You may need to attend training in night shift(s), on holiday(s) and on weekend(s) as necessary for your proper training and to meet operational requirements of your business unit. Your shift roster is not fixed and we reserve the right to change your training days and hours at any time and any change will be communicated in advance.

9. Other Training/Occupations

9.1 You agree not to engage in any outside employment, apprenticeship, training or occupation, during the course of your training, without the prior written approval of the Company, including any work which:

- may cause your training at BT to suffer;
- is pursued while you are at training or during training hours;
- may contravene the Company guidelines about protecting commercially sensitive or other business information;
- may undermine or conflict with your position as a BT trainee;
- is connected with goods or services that BT provides; or
- is in competition with BT or in conflict with its interests.

9.2 You agree that before the commencement of your training, and at any time thereafter, to immediately notify the Company of any situation which may give rise or gives rise to a conflict of interest in respect of your role and of any engagement external shareholding or involvement that you have in any business, employment or apprenticeship other than BT. You further agree to disclose prior to executing this Contract, any conflict of interest situation, whether of a financial, non-financial or a personal nature.

10. Term

10.1 Your training will terminate automatically at the end of your training term, i.e. fifteen months from the date of joining as set out in Appendix 1 (Term). Nothing in this Contract shall impose an obligation on the Company to offer you employment with the Company post completion of the training and such offer may be made at the sole discretion of the Company.

11. Confidentiality, Proprietary Information, Inventions and Non-Competition

11.1 You agree that you shall keep confidential and not disclose, directly or indirectly, any confidential information shared with you by the Company or any BT Group company in relation to your training, including but not limited to information on your stipend, and any benefits. You further agree and acknowledge that any breach of this clause shall be deemed to be a material breach of this Contract that may result in the termination of your training or institution of legal proceedings.

11.2 It is a condition of your training that during and after your training with the Company, you shall not disclose to any person without prior written consent from the Company, any trade secret or confidential information or proprietary information concerning the financial arrangements or position of the Company/BT Group company or of any dealings, transactions or affairs of the Company and/or BT Group's business. In line with this you acknowledge and

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agree to sign and abide by terms of the Proprietary Information, Inventions and Non-Competition Agreement ('NDA') which shall be provided to you at the time of your joining, failing which your training with the Company shall be terminated.

11.3 You must keep all confidential information safe and secure and to take all such steps as may be necessary to protect it against theft, damage, loss, unauthorized access (including access by electronic means) and to prevent confidential information from falling into the hands of unauthorized third parties.

11.4 You further agree and acknowledge that:

a. any breach of your confidentiality obligations shall be deemed to be a material breach of this Contract.

b. these obligations shall survive the expiry or termination of this Contract.

12. Termination of Training

12.1 Company reserves the right to terminate this Contract for convenience with immediate effect by paying you a sum equal to the Stipend (as at the date of termination) in lieu of the period of notice required in clause 2.3 above (or, if notice has already been given, for the proportionate period of notice that remains). You do not have the right to receive a payment in lieu of your notice period unless we exercise discretion under this clause.

12.2 You may terminate this Contract for convenience by providing the Company with two (2) months' prior written notice. You shall not have the right to pay in lieu of notice.

12.3 Once the notice of termination of this Contract has been issued by either party, we may direct you to desist from attending training, performing all or any part of your duties for part of or complete notice period; require you to remain away from the our premises; require you to abstain from engaging in contact other than social contact with any apprentices, employees, vendors, directors or customers of the Company or the BT Group. However, if such directions have not been issued to you by the Company, you agree to perform your duties diligently during the notice period and assist with handover and other exit formalities.

12.4 Notwithstanding any other grounds for termination available in this Contract, your training may be terminated by the Company, with or without notice or payment in lieu thereof, on the following grounds:

- being declared or becoming bankrupt or making any arrangement with or for the benefit of any creditors or have any court order against you in relation to your financial position
- insanity, senility, physical infirmity
- continued ill-health for a period of 3 (three) months
- being declared medically unfit for training by the Company's panel of doctors
- loss of confidence by the Company in your holding a position of trust and confidence

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- poor performance including incompetence in the performance of your duties, failure to perform normal responsibilities (where any of these is not deliberate or negligent)
- unauthorized absence: either short-term repeated absence or a continuous absence for more than 10 days, or 8 days where it follows a period of authorized leave
- redundancy – including due to restructuring, reorganization, role realignment, rationalization, technical innovations, discontinuation of any shift working or closure or sale of the department or the Company
- failing to meet any legal or policy requirement in relation to your apprenticeship / training
- ceasing to become eligible to work in India
- any other reasonable cause.

12.5 Your training may be terminated with immediate effect and without payment in lieu of any notice period, if you are found guilty of misconduct (i.e. a serious breach of: your terms of training, our ethics code, any Company or BT Group policy/procedure including misconduct which in Company's opinion, is likely to prejudice its business or reputation or irreparably damage the working relationship and trust with the Company), such misconduct includes, but is not limited to:

- disobeying a reasonable and lawful instruction of the Company
- discrimination, bullying, victimisation or harassment of any person
- sexual harassment
- committing or being accused of, charged with, or arrested for a criminal offence including an offence which in Company's opinion affects your position as a trainee or impacts the reputation of the Company
- serious breach of any provision of your terms of training or any internal policies or committing any other serious or repeated breach or non-observance of any of the provisions of your training, including the terms of the NDA or this Contract.
- an act of fraud or dishonesty or any act which in the Company's opinion brings or is likely to bring you or the Company into disrepute or is materially adverse to the interest of the Company
- making false, vicious or malicious statements, public or otherwise against the Company/BT group or any trainee, employee or director of the Company/BT group
- loss of confidence by the Company in your holding a position of trust and confidence
- unauthorised use, processing or disclosure of personal / sensitive / confidential data
- riotous, violent, disorderly, indecent, offensive or improper behaviour or the commission of any act subversive of good, professional and proper behaviour
- being under the influence of alcohol, illegal drugs or other illegal substances
- being in the possession of liquor, narcotics, weapons, explosives, ignitable or inflammable materials

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- committing or abetting any illegal or unlawful act or omission
- misuse of BT assets and/or property including but not limited to BT's brand, its name, its customers'/suppliers' property, any facilities made available by BT to its employees and trainees
- breach of BT policies (including but not limited to our ethics code, anti-corruption and bribery policy, prevention of sexual harassment policy, gift and hospitality policy, security policies, health and safety policies, data protection policies, workplace relationship policies, conflict of interest policy etc., including any acts which are covered as gross misconduct in the prevalent policies, rules and or procedures). These are available on the BT intranet and HR Home or as are intimated to employees and trainees by the Company from time to time
- Except where permitted under Company policy, contacting any personnel of any other BT Group entity (other than the Company) to discuss matters in connection with your engagement at BT, training, cessation of training and matters connected thereto; and/or refusal to deal with the concerned department of the Company in this regard.

12.6 Where your training is terminated by reason of the sale, transfer, outsourcing or amalgamation by the Company of the whole or any part of the Company's business, the Company shall be under no obligation to pay compensation for redundancy if the party acquiring the business or the part being sold, transferred outsourced or amalgamated, has offered you continuation of training on terms of training no less favourable as under this Contract and agrees to treat service with the Company as continuous service with the new employer.

12.7 The Company may suspend you while investigating any matter which the Company believes could lead to the Company exercising its rights under clause 12.5 above or taking any other disciplinary action, in keeping with the requirements under applicable laws.

12.8 We shall be under no obligation to pay compensation for the termination of your training for any reason whatsoever, except as required under law.

12.9 In case of termination of your training by the Company under this Contract, it is clarified that you are not entitled to receive severance pay or compensation in lieu of tenure.

12.10 You agree that if your training ceases pre-term and the Company has incurred the training cost, you may be liable to repay some or all of the fees, expenses and other costs paid by the Company (the Costs).

13. Obligations on Termination

13.1 On termination of your training, for any reason whatsoever, you shall:

a. immediately return all Company property (including property leased by the Company) to the Company including all written or machine-readable material, confidential information, software, computers, credit cards, keys and vehicles. Withholding of Company property or

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refusal to return Company property at any point during your tenure or pursuant to termination of your training, for any reason whatsoever, will be deemed to be an act of gross misconduct and you may be subject to appropriate legal action. The Company will reserve the right to take appropriate legal action against you for the recovery of its property and/ or will deduct the value of such property from any amounts due to you;

b. not represent yourself as being associated with the Company and must not make any adverse comment, publicly or otherwise, about any member of the Company, any BT Group Company, or their employees, trainees or officers, whether on social media, print media or any other form of media, anytime during your training or following cessation of your training;

c. assist the Company in any threatened or actual legal or other proceedings in which the Company or any of the BT Group companies are involved, for which you will be reimbursed all reasonable costs incurred where approval is given in advance; and

d. as and when required, disclose any password, security access codes or other information used by you in the course of your training and ensure to complete the exit formalities / clearances at your end.

14. Electronic Communication System

14.1 You agree that Internet access and all Company electronic communication systems, such as electronic mail, instant messenger, the internet and voice mail, shall be made available to you only to carry out the legitimate business of the Company. You shall use all Company electronic communication systems for work purposes and refrain from using them for personal purposes.

14.2 You consent to the Company monitoring, recording, accessing, storing, extracting, intercepting or examining the aforesaid systems and any information on such systems including SPDI (as defined below) and your use of them for reasonable business requirements and in order to check if you are compliant with the Company rules or if there have been any illegal or improper use. Further, you accept that the Company may prohibit or restrict you from accessing them, at any time, if you are found to be in violation of any Company policy, at its sole and absolute discretion.

14.3 You agree that you have no expectation of privacy in the use of the Company's electronic communication systems and you shall comply with any electronic communication systems policies that the Company may issue from time to time.

15. Consent to the Company holding personal data/ information and data protection

15.1 In accordance with the prevailing data protection laws in force from the date of your joining the Company, you consent to the Company collecting, holding, recording, processing, using, disclosing, sharing and transferring to third parties and group companies (whether within India or outside), personal data such as residence address, telephone number, photograph, educational qualification, details of relatives, all training/employment related and

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compensation related information, government issued identification and related information ('Personal Data') and any sensitive personal data or information i.e. passwords, financial information, sexual orientation, physical / mental health condition, medical records or biometric information ('SPDI'), relating to you held either electronically or manually, and/ or collected during the course of your training or at the time of your appointment, for the purpose of the administration and management of its employees, trainees, its business and for compliance with applicable procedures, laws and regulations. Further, all Personal Data and SPDI collected/provided by you at the time of your appointment/during the course of your training with the Company, will be handled in accordance with the applicable laws and Company's policy in this regard. Further, you agree to intimate us of any change in your personal data and/or SPDI within 7 (seven) working days to the Company.

15.2 Your signing of this Contract, constitutes your express consent to the Company inter alia holding, recording, processing, using, disclosing and/or transferring the Personal Data for its business purposes in compliance with applicable law. You consent to the transfer, disclosure and sharing of SPDI by the Company, with any of the group companies and/or any third party for the purpose of compliance, risk management, operational purposes, administration and management of the business of the Company. You agree that the SPDI may be shared, without your prior consent, with government agencies mandated under the law to obtain information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences. The Company may also, disclose your SPDI to any third party pursuant to an order under the law in force, for instance, when responding to summons or similar legal process, to protect against fraud and to otherwise co-operate with law enforcement or regulatory authorities.

15.3 Subject to applicable law, the Company may, at its sole discretion, transfer SPDI to any other body corporate (as defined under the Information Technology Act, 2000) or a person in India, or located in any other country, that ensures at least the same level of data protection that is adhered to by the Company as provided herein.

15.4 This clause should be read consistently and harmoniously with the relevant provisions of the NDA and the Data Collection Statement and you undertake to comply with the obligations set out under the NDA, Data Collection Statement and this Contract.

16. General

16.1 Anti-Corruption and Bribery: BT takes a zero-tolerance approach to bribery and corruption. You must comply with BT's anti-corruption and bribery policy, a copy of which is available on the BT Intranet, and related procedures. Failure to do so will be treated as a gross misconduct and disciplinary matter and may result in the immediate termination of your training.

16.2 Warranties: You warrant, other than what you have disclosed to the Company in writing:

a) that you are not restricted from performing your duties arising from a restrictive covenant or

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other non-competition obligation owed to anyone, or a restriction imposed on you concerning the use of any information or the intellectual property rights of anyone;

b) you will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your training by the Company, and you will not induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

c) that the credentials and any information provided by you including information touching upon your qualifications, experience and ability to perform the duties under this Contract are true and correct;

d) you are entitled to work in India without any additional approvals and will notify the Company immediately if you cease to be so entitled during your training. Further you agree that, upon request, you shall provide the Company with satisfactory evidence that you have the right to work in India;

e) you have disclosed everything to the Company which may be material to the Company's decision to offer you training under this Contract; and

f) you are capable of performing the duties involved in the position.

16.3 Indemnification: Without prejudice to any other right available to the Company in law or equity, you shall be liable to indemnify the Company, its affiliates, their directors, officers, trainees and employees, from and against all costs, losses and damages, claims, actions and proceedings arising out of or in connection with the breach or alleged breach of your representations and warranties under this Contract and/or your breach of applicable law. The Company shall be entitled to defend itself pursuant to this clause at your cost.

16.4 Notices: Any amendment, notice, or other communication under this Contract shall be sent by personal delivery or courier or email or by registered mail to the Parties at their respective addresses set forth below (or at such other address as a Party may previously have notified the other Party in accordance with this clause 16.4):

To the Company:

Attention : HR Director

Address : 7th to 10 Floor Tower C and D, Building -14, Sector-24 &25 A,
DLF Cyber City, Notified SEZ, Gurugram, Haryana (DLF IQ-14)

To the trainee:

Attention : Ankita Satpathy

Address : 1 Bevedre Estate, Central Govt. Officer's Quarter Flat- 94, block-16, Alipore,
Kolkata, 700027, India

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Email : ankitofficial143@gmail.com

All notices and other communications required or permitted under this Contract will: (a) if delivered personally or by courier, be deemed given upon delivery or when delivery is refused; and (b) if delivered by email, be deemed given when sent.

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

16.5 Right to vary: The Company reserves the right to vary any of the terms and conditions of this Contract and any of its internal policies at any time, which will be notified to you.

16.6 Severability: Part or all of any clause of this Contract that is illegal or unenforceable will be severed from this Contract and the remaining provisions continue in force.

16.7 Survival: The termination of this Contract shall in no event terminate or prejudice: (i) any right or obligation arising out of or accruing under this Contract attributable to events or circumstances occurring prior to such termination; (ii) any provision which by its nature is intended to survive termination, including the provisions of clause 11 (Confidentiality, Proprietary Information, Inventions and Non-Competition), clause 13 (Obligations on Termination), clause 14 (Electronic Communication System), 16.2 (Warranties), 16.3 (Indemnification), clause 16.4 (Notices) and clause 17 (Applicable Law).

16.8 Entire agreement: This Contract (including the Appendix) and any document referred to in it constitutes the entire agreement between the Company and you as to its subject matter and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between you and the Company or any trainee/employee of the Company.

16.9 Counterparts: This Contract may be executed in any number of counterparts, each of which, when executed and delivered, shall be an original, and all the counterparts together shall constitute one and the same instrument.

17. Applicable law

17.1 This Contract shall be governed by, and construed in accordance with, the laws of India. All terms, conditions, rights and obligations under this Contract shall be subject to the applicable laws of India.

17.2 Any and all claims, disputes, questions or controversies involving the parties and arising out of or in connection with, or relating to this Contract, shall be subject to the exclusive jurisdiction of the Courts of Delhi/Mumbai/Kolkata/Bengaluru. This jurisdiction shall extend to the resolution of any claims, disputes, questions and controversies.

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Look forward to your joining the Company.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sai Kumar', with a stylized flourish at the end.

Sai Kumar
Senior Manager - Talent Acquisition
For and on behalf of the BT e-Serv (India) Private Limited

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DECLARATION/ACCEPTANCE

I, _____, s/o/d/o _____, accept this training and I agree to abide by the terms and conditions of this Contract.

Signature _____ Date _____

Name: Ankita Satpathy

Aadhar ID Number:

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Appendix I
Table of benefits

| | | |
|---------|--------------------------|---|
| Section | Name | Ankita Satpathy |
| 1. | Position | Trainee Associate (Service Desk Trainee) reporting to Naveen Agarwal (EIN :608624882), Title: Senior Manager, Managed Services India, Ph: +91 9836225700 |
| 2. | Start Date | August 17, 2020 |
| 3. | Normal Place of Work | IND-Rajarhat-DLF IT,DLF IT PARK II,TOWER ID, 2ND & 3RD FLOOR,PLOT NO II F/1, BLOCK II F,Rajarhat,West Bengal,India - 700156 |
| 3B. | Temporary Place of Work | NA |
| 4. | Stipend | As set out below |
| 5. | Next Stipend Review date | On successful completion of apprenticeship/training |
| 6. | Annual Leave | 21 |
| 7. | Benefits | Group Medical Insurance Plan: Coverage of INR 6,00,000 for you, your spouse and 2 dependent children, as applicable to be availed as per the due process. Group Personal Accident Plan only for yourself: 5 times of your annual stipend or INR 10,00,000, whichever is higher. Group Term Life Insurance Policy only for yourself: 5 times of your annual stipend or INR 10,00,000, whichever is higher. |

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STIPEND DETAILS

| Components | Monthly Figures (INR) |
|------------|-----------------------|
| Stipend | 21679 |

Stipend is subjected to deduction of Income Tax as per the Income Tax Act (if any).

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August 17, 2020

Joining Benefit

Dear Ankita Satpathy,

We are pleased to inform you that upon successful completion of your fifteen (15) month trainee/ apprenticeship programme and commencing employment with BT, you will be paid an advance amount as joining benefit along with your first salary (16th payroll). This advance is in anticipation of your employment continuing with us for a minimum period of six (6) months. Please note we reserve the right to recover this amount in full, if you leave the company, for any reason whatsoever, within the first six months of your employment post completion of your trainee/ apprenticeship programme.

Please see below the joining benefit amount that you may be eligible to receive, which shall be in accordance with your annual performance rating.

| Rating | Joining Benefit Amount |
|------------|--|
| Brilliant | INR 23,000 /- (Twenty Three Thousand Only) |
| Good Work | INR 15,500 /- (Fifteen Thousand Five Hundred Only) |
| Work To Do | NIL |

Yours sincerely,

Sai Kumar
Senior Manager - Talent Acquisition
For and on behalf of BT e-Serv (India) Private Limited

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Private and Confidential

By Hand Only

Dear **Ankita Satpathy**

SUCCESSFUL ATTAINMENT OF ACADEMIC DEGREE

We write further to your appointment letter dated August 11, 2020 with BT e-Serv (India) Private Limited ("Appointment Letter").

As you are aware, you have appeared in the final examination of B.Sc results of which are awaited.

We trust that you appreciate that we have extended the Letter of Engagement to you, amongst others, on the basis that you will pass the aforesaid course successfully. As such, you agree that it is a reasonable condition of your continued apprenticeship/training with us that you shall successfully pass the above academic course within a period of 6 months from your commencement date, failing which, your apprenticeship/training with us would come to an immediate end.

This letter shall not affect any other term(s) / condition(s) of your Engagement Letter which shall continue to operate in full.

Thank you for co-operation.

Yours sincerely

Sai Kumar
Senior Manager - Talent Acquisition
For and on behalf of BT e-Serv (India) Private Limited

BT e-Serv (India) Private Limited
CIN: U72900DL2007PTC169335
Registered Office:
11th Floor, Eros Corporate Tower
Opp. International Trade Tower
Nehru Place,
New Delhi - 110 019, India
Tel: +91 11 4781 1111
Fax: +91 11 4103 4438

www.bt.com



DECLARATION AND ACCEPTANCE

I, **Ankita Satpathy**, hereby understand and accept the terms and conditions as set out in this letter and agree that they shall form an integral part of my Appointment Letter.

Signature _____

Date _____

Designation _____
No _____

Government issued ID type and

Ankita Satpathy

BT e-Serv (India) Private Limited
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Fax: +91 11 4103 4436

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August 11, 2020

Probation - Quality Testing Training & Assessments

Dear Ankita Satpathy,

Welcome to BT!

As part of your probation and to equip you to effectively perform your new role at BT, you will undergo 'Quality Testing' training.

This training will enable you to meet the operational requirements of your role and will include assessments at each stage. You will undergo weekly assessments, external assessments, and depending on your role, assessments may also include mock chats/calls and live chats/calls. You will receive guidance and support throughout the training process, including refresher sessions.

You are required to complete each of the assessments as part of the requirements of your probation. You will be given two opportunities to clear each assessment.

Your performance and suitability for continued employment will be monitored. We reserve the right to terminate your employment at any time during the probation (including any extended period), if your performance including clearing quality testing assessments, behaviour and/or conduct is found unsatisfactory.

We wish you all the best for your journey at BT

Yours sincerely

Sai Kumar
Senior Manager - Talent Acquisition
For and on behalf of BT e-Serv (India) Private Limited

BT e-Serv (India) Private Limited
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BT Provisional Offer (India) - Deepshikha Kar

BT Recruitment <noreply@resourcing.bt.com>
To: nikitaayyagari08@gmail.com
Cc: nivedita.ghosh@bt.com

6 August 2020 at 13:28

Dear AVS Nikita

PROVISIONAL OFFER OF APPRENTICESHIP

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Business Services Support Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on August 17, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

Full Terms - Training Contract

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

The Apprenticeship Pre-Engagement Conditions

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on August 17, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:
 - i. Identity check (including satisfactory evidence of your identity and residence in India).
 - ii. Immigration check (including satisfactory evidence of you holding a valid work permit: If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
 - iii. Criminal record check.
 - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.

- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.

Stipend and benefits

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

Acceptance

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

Questions

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



Sai Kumar
Senior Manager - Talent Acquisition

For and on behalf of the BT eServ India Pvt Ltd


ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP


I, _____, s/o/d/o _____, residing at _____ accept apprenticeship/training with BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

Signature _____ Date _____

Name: AVS Nikita

2 attachments

 **Frequently Asked Questions_V2.pdf**
236K

 **Pan India Transport Service and No Service Zone V3.xlsx**
87K

BT Provisional Offer (India) - Deepshikha Kar

BT Recruitment <noreply@resourcing.bt.com>
To: deepshikhakargip@gmail.com
Cc: nivedita.ghosh@bt.com

6 August 2020 at 13:18

Dear Deepshikha Kar

PROVISIONAL OFFER OF APPRENTICESHIP

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Business Services Support Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on August 17, 2020. Based on your performance during and successful completion of, your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

Full Terms - Training Contract

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

The Apprenticeship Pre-Engagement Conditions

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on August 17, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:
 - i. Identity check (including satisfactory evidence of your identity and residence in India).
 - ii. Immigration check (including satisfactory evidence of you holding a valid work permit. If you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
 - iii. Criminal record check.
 - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.

- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No-Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.

Stipend and benefits

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits.

Acceptance

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

Questions

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



Sai Kumar
Senior Manager - Talent Acquisition

For and on behalf of the BT eServ India Pvt Ltd


ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP


I, _____, s/o/d/o _____ residing at _____ accept apprenticeship/training with BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

Signature _____ Date _____

Name: Deepshikha Kar

2 attachments

 Frequently Asked Questions_V2.pdf
236K

 Pan India Transport Service and No Service Zone V3.xlsx
87K

BT Provisional Offer (India) - Jyoti Ojha

BT Recruitment <noreply@resourcing.bt.com>
To: jyotiojha1999@gmail.com
Cc: nivedita.ghosh@bt.com

6 August 2020 at 13:08

2199647

Dear Jyoti Ojha

PROVISIONAL OFFER OF APPRENTICESHIP

Congratulations. Further to your interviews we are very pleased to make this provisional offer to you for the position of Trainee Business Services Support Advisor with BT eServ India Pvt Ltd (Company/ BT/ We), for a period of 15 months, commencing on August 17, 2020. Based on your performance during and successful completion of your apprenticeship/training, we may offer you employment subject to our policies.

Please read the offer and its attachments carefully, as they contain information about your apprenticeship/training and the steps you need to take to accept this offer.

Full Terms - Training Contract

This provisional offer is conditional on you meeting the Apprenticeship Pre-Engagement Conditions set out below, and signing a contract of apprenticeship with us (this includes registering as our apprentice with the relevant government authority, as may be advised to you). Once you have confirmed that you wish to accept this provisional offer, we will share with you two hard copies of the contract of apprenticeship containing the full terms and conditions of your apprenticeship/training, for your acknowledgment and signatures at the time of joining.

The Apprenticeship Pre-Engagement Conditions

This provisional offer of apprenticeship is conditional upon you completing and fulfilling certain conditions, as set out below:

- a) Confirmation that you are able to join BT on August 17, 2020 for a period of 15 months.
- b) Satisfactory completion of your background verification, as may be required for your role by BT, including but not limited to the following:
 - i. Identity check (including satisfactory evidence of your identity and residence in India).
 - ii. Immigration check (including satisfactory evidence of you holding a valid work permit: if you do not have the permanent right to work in India, this offer and any contract based upon this offer is subject to you holding/retaining a valid work permit/ immigration clearance (or other appropriate documentation) at all times during your apprenticeship/training).
 - iii. Criminal record check.
 - iv. Educational qualifications check.
- c) Confirmation that you are able to carry out the work (i.e. you are medically fit and not under any legal restriction imposed by a current or former employer);
- d) Confirmation that you have cleared your qualifying examination of Bachelor's Degree. Please note that you are required to share a copy of your academic degree within 6 months from commencement of your apprenticeship/training with us, if as of the date of joining your final results have not been declared.

- e) Confirmation that you have provided complete and accurate information and records to us in relation to your candidature and have not concealed any information, the disclosure of which could have impacted our decision to extend this provisional offer.
- f) Confirmation that you have willingly signed and shared the Data Collection Statement evidencing your consent to the Company sharing the documents collated under (b) above and any other information collected from you (in relation to considering your candidacy) with the BT Group and third parties for official purposes.
- g) Confirmation that your cumulative training or work experience does not exceed one year, after attaining your qualification.
- h) Confirmation that you have not previously registered as an apprentice under the Apprentices Act, 1961.
- i) If considered appropriate, a medical check, at the cost of the Company, to certify you are fit to carry out the requirements of your role. In this respect, you consent to the disclosure of the result of the medical examination to the Company/BT group, as required and acknowledge that this offer shall be revoked if the result is not to the satisfaction of the Company.
- j) Confirmation of your willingness to work in a shift system basis, this may include working on night shifts, holidays and on weekends as the Company considers may be necessary for your apprenticeship/training.
- k) Confirmation that you have provided accurate information on your current address and a further confirmation from the Company's transport team that your current address falls within the service zone within which the transport services are extended. Please refer to the attached "Pan India Transport Service and No Service Zone" list to check if your current residential address falls under our service zone.
- l) Confirmation that if you are allowed to commence apprenticeship/training pending any such information / documentation (as requested in relation to considering your candidature for apprenticeship), then you must share the same within 1 month of commencement of your apprenticeship/training.

It is important for you to understand that this offer will be withdrawn immediately if any of the above conditions are not satisfied. If you are permitted to commence apprenticeship/training before all enquiries have been completed or requirements fulfilled and they subsequently prove unsatisfactory for BT's purposes then, you acknowledge and understand that BT reserves the right to terminate any contract based upon it.

Stipend and benefits

Apprentice/Trainee position is based out of Kolkata. The key terms of such provisional offer are attached as Annexure 1, this includes the details of your stipend and other benefits

Acceptance

We hope that you will accept this offer of apprenticeship. Please communicate your acceptance by counter signing below, to "nivedita.ghosh@bt.com" within the next 24 hours beyond which time it will be deemed to be withdrawn. If you miss this date and still wish to undergo training with BT then please contact "nivedita.ghosh@bt.com".

Please note that this provisional offer overrides anything said to you during your interview or any other discussion about this role or your apprenticeship/training with BT.

Questions

If having read this provisional offer of apprenticeship you have any questions then please feel free to reach out at "nivedita.ghosh@bt.com".

We look forward to hearing from you.



Sai Kumar
Senior Manager - Talent Acquisition

For and on behalf of the BT eServ India Pvt Ltd

ACCEPTANCE OF PROVISIONAL OFFER OF APPRENTICESHIP


I, _____, s/o/d/o _____, residing at _____ accept apprenticeship/training with BT eServ India Pvt Ltd under the terms and conditions as set out herein above and undertake to fully comply and abide by the same.

Signature _____ Date _____

Name: Jyoti Ojha

2 attachments

 **Frequently Asked Questions_V2.pdf**
238K

 **Pan India Transport Service and No Service Zone V3.xlsx**
87K



PRIVATE & CONFIDENTIAL

Shilwy Kumari
53/A/1, J.N. Lahari Road,
Adarsh Apartment, R#401,
Block - B, Serampur, Hoogly - 712201

August 11, 2020

TRAINEE ASSOCIATE (Service Desk Trainee) CONTRACT

Dear Shilwy Kumari,

This is your Contract of Training/Apprenticeship ('**Contract**') and contains a statement of the applicable terms of your training.

We are delighted that you have agreed to join us as a Trainee (Service Desk Trainee). Once you have acknowledged these terms, this shall become a contract between you and the Company.

Please note that your engagement with us is subject to you having the right to work in India, completing the applicable registration requirements under law, and to our being satisfied that you have met all pre-engagement conditions. Any requirements under the Provisional Offer of Apprenticeship, that permit or require compliance after the commencement of your training, will continue to require compliance by you within timelines specified therein.

1. Commencement Date

1.1 For the purposes of your training, your engagement is with BT e-Serv (India) Private Limited (Company) having its registered office at Eros Corporate Tower, 11th Floor, Nehru Place, New Delhi, 110019, India. Your training with the Company will be based out of our location specified in Clause 3.1 below and will commence on the date set out in Section 2 of Appendix 1 to this Contract.

1.2 Your Training will be for a period of 15 months from the start date specified in Appendix 1.

2. Training

2.1 During the training you will be required to undertake:

- an induction and orientation program;
- basic training and other training necessary to deal with the on-the-job training aspect of your apprenticeship; and
- any other requirement, which may be specified,

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Fax: +91 11 4103 4438

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2.2 Your performance and suitability for training will be continued to be monitored. We reserve the right to terminate your training at any time and in accordance with clause 2.3 or clause 12.5, including if your performance, behaviour and/or conduct is found unsatisfactory.

2.3 At any time during the term, your training may be terminated by the Company for convenience with a written notice of one (1) month or payment in lieu thereof. We also reserve the right to terminate your training without notice in accordance with clause 12.5.

3. Role and Duties

3.1 You will be engaged for training as an apprentice in the role, title and reporting structure as set out at Section 1 of Appendix 1 to this Contract. You will undertake training in Communication / Process / Technical / and/or Skill Development Training in Customer Service, as specified in Appendix 1.

3.2 You may be required to undertake such other duties as the Company may reasonably require from time to time. If your duties or position with the Company changes for any reason, then the terms of this Contract (including clause 12) will continue to apply, unless expressly varied in writing.

3.3 During the course of your training you are expected, at all times, to maintain professional and responsible standards of conduct/behavior, attendance and performance. In particular you will:

- a. unless prevented by ill-health, devote the whole of your training time, attention and abilities to the business of the Company and not undertake any outside work without the written consent of the Company;
- b. have regular meetings with your manager to review your progress, agree targets for your training and discuss any problems or issues you may have;
- c. be required to meet satisfactory levels of conduct and performance relevant to your training and role. We may take disciplinary or other action (which may include dismissal) if you fail to meet such standards or undertake such other duties related to your training as we may require from time to time;
- d. diligently perform the duties assigned to you by the Company;
- e. agree to keep and maintain adequate and current records (in the form of notes, minutes of meetings, sketches, drawings, etc and in any other form that may be required by the Company) of your work (including all inventions and proprietary information as per the Proprietary Information, Inventions and Non-Competition Agreement). You agree that such records shall be made available to and remain the sole property of the Company at all times;
- f. comply with all reasonable and lawful directions given to you by the Company;
- g. report any wrongdoing or proposed wrongdoing by you or any other person training/working with the Company including any employee, director, apprentices, contract workers, suppliers, customers of the Company;
- h. allow the Company to inspect, at any time with or without notice, any property situated on the Company's premises and owned by the Company, including disks, computers, other storage media, filing cabinets or other work areas, which is in your possession or control;

BT e-Serv (India) Private Limited

CIN: U72900DL2007PTC149335

Registered Office:

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TeL: +91 11 4781 1111

Fax: +91 11 4103 4438

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i. Use your best endeavours to promote, protect, develop and extend the business of the Company;

j. comply with applicable BT policies, as introduced and amended from time to time;

k. comply with our ethics code: The BT Way, as amended from time to time;

l. comply with BT's safety and security requirements at all times; and

m. familiarise yourself with all BT policies, our ethics code, processes etc. Ignorance will not constitute a defence against breach of any policy, code, process, or law.

3.4 We may at any time during the term of your training require you to undergo medical examination and/or pathological tests including drug and alcohol tests, by a Company recommended doctor(s) and consultants. You agree to disclose any report produced in this connection with us and for us to discuss the report with any doctor or consultant we deem suitable, including the one who examined you. Should you refuse, we will make a decision on your suitability to continue in our training on the basis of the information available to us. We may also seek such tests and reports in disciplinary matters and you agree to provide these.

3.5 You agree to comply with the Company's codes, policies and procedures, as available on the BT intranet or as published or notified by the Company. These documents may be reviewed and updated from time to time and shall continue to apply to you in their updated form.

4. Location

4.1 Your normal place of training is set out in Section 3 of Appendix 1 to this Contract ('Normal Place of Training'). However, for particular aspects of your training, or otherwise during the Term, the Company reserves the right to require you to operate/train out of different premises.

4.2 You agree that the Company may also require you to relocate to such other office, or premises occupied by the Company, any Group company, or its customer. This will be with prior notice.

4.3 You also consent to the transfer of your training to another Group Company at any time during the Term.

4.4 You agree to travel if required by Company. Such travel shall be arranged and undertaken in accordance with applicable Company policies. Please ensure you follow the applicable process and have the necessary approval before incurring any expenses.

5. Stipend

5.1 Your stipend for the term of fifteen (15) months is **INR 21679** which shall be payable monthly in arrears directly into your nominated bank account. (Stipend). A complete breakdown of your Stipend/compensation package is set out at Appendix 1 of this Contract.

5.2 All payments received by you from the Company will be subject to statutory deductions as required by law. You agree that you shall be personally responsible for the settlement of all taxes and will indemnify us against any claims or liabilities which we may be required to pay on your behalf.

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5.3 Subject to policy and at the Company's discretion, your Stipend may be reviewed without affecting the other terms of your training. There is no obligation to award an increase and there will be no review of your Stipend after notice of termination of Contract has been given by either party.

5.4 At any time during your training, or upon its termination, you consent to the Company deducting from Stipend (or from any other payments due to you) any money which you may owe to the Company.

6. Other Benefits

6.1 You will be eligible for insurance and such other benefits, if any, as set out in Section 7 of Appendix 1 to this Contract and in accordance with Company's prevailing policies as can be found on the intranet. Any eligibility to the same is subject to our sole discretion, and to:

- a) acceptance by the insurer of you under the relevant policy;
- b) the terms, conditions and exclusions of the relevant policy; and
- c) the Company's right at any time to seek and obtain insurance on different terms and levels of benefits as compared to the terms applicable at the commencement of your training.

7. Annual Leave

7.1 The Company's annual leave cycle is from 1 April to 31 March. Your annual leave entitlement is set out in Section 6 of Appendix 1. If your training starts or finishes part of the way through the annual leave cycle your entitlement will be calculated on a pro-rata basis (rounded up to the nearest half day).

7.2 You will be paid your Stipend at a daily rate during the annual leave availed by you. Annual leave must be availed in line with the applicable leave policy which includes you making a formal request on the leave portal.

7.3 You are also entitled to certain public holidays. HR publishes this list of public holidays at the beginning of each calendar year. The list of public holidays is decided every year by the Company in line with applicable law and the operational requirements of each business unit.

7.4 The Company encourages you to take all your annual leave entitlement in the year in which it accrues. Any annual leave balance will be carried forward in accordance with the Company policy. Consequently, you agree to forfeit the leave that cannot be carried forward in line with company policy.

7.5 You will be entitled to encashment of accrued but untaken annual leave only on termination of training. This payment shall be calculated at your daily Stipend rate. If you have availed leave in excess of your accrued entitlement, you consent to our deducting an amount in respect of this excess leave from the payments due to you.

7.6 You are entitled to avail sick leave in accordance with Company policy.

BT e-Serv (India) Private Limited

CIN: U72900DL2007PTC169335

Registered Office:

11th Floor, Eras Corporate Tower

Opp. International Trade Tower

Narraina Place,

New Delhi - 110 019, India

Tel: +91 11 4781 1111

Fax +91 11 4103 4438

www.bt.com



8. Hours

8.1 You are expected to attend the training on a shift system basis for a minimum of 40 hours per week, exclusive of rest/meal breaks.

8.2 You may need to attend training in night shift(s), on holiday(s) and on weekend(s) as necessary for your proper training and to meet operational requirements of your business unit. Your shift roster is not fixed and we reserve the right to change your training days and hours at any time and any change will be communicated in advance.

9. Other Training/Occupations

9.1 You agree not to engage in any outside employment, apprenticeship, training or occupation, during the course of your training, without the prior written approval of the Company, including any work which:

- may cause your training at BT to suffer;
- is pursued while you are at training or during training hours;
- may contravene the Company guidelines about protecting commercially sensitive or other business information;
- may undermine or conflict with your position as a BT trainee;
- is connected with goods or services that BT provides; or
- is in competition with BT or in conflict with its interests.

9.2 You agree that before the commencement of your training, and at any time thereafter, to immediately notify the Company of any situation which may give rise or gives rise to a conflict of interest in respect of your role and of any engagement external shareholding or involvement that you have in any business, employment or apprenticeship other than BT. You further agree to disclose prior to executing this Contract, any conflict of interest situation, whether of a financial, non-financial or a personal nature.

10. Term

10.1 Your training will terminate automatically at the end of your training term, i.e. fifteen months from the date of joining as set out in Appendix 1 (Term). Nothing in this Contract shall impose an obligation on the Company to offer you employment with the Company post completion of the training and such offer may be made at the sole discretion of the Company.

11. Confidentiality, Proprietary Information, Inventions and Non-Competition

11.1 You agree that you shall keep confidential and not disclose, directly or indirectly, any confidential information shared with you by the Company or any BT Group company in relation to your training, including but not limited to information on your stipend, and any benefits. You further agree and acknowledge that any breach of this clause shall be deemed to be a material breach of this Contract that may result in the termination of your training or institution of legal proceedings.

11.2 It is a condition of your training that during and after your training with the Company, you shall not disclose to any person without prior written consent from the Company, any trade secret or confidential information or proprietary information concerning the financial arrangements or position of the Company/BT Group company or of any dealings, transactions or affairs of the Company and/or BT Group's business. In line with this you acknowledge and

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agree to sign and abide by terms of the Proprietary Information, Inventions and Non-Competition Agreement ('NDA') which shall be provided to you at the time of your joining, failing which your training with the Company shall be terminated.

11.3 You must keep all confidential information safe and secure and to take all such steps as may be necessary to protect it against theft, damage, loss, unauthorized access (including access by electronic means) and to prevent confidential information from falling into the hands of unauthorized third parties.

11.4 You further agree and acknowledge that:

a. any breach of your confidentiality obligations shall be deemed to be a material breach of this Contract.

b. these obligations shall survive the expiry or termination of this Contract.

12. Termination of Training

12.1 Company reserves the right to terminate this Contract for convenience with immediate effect by paying you a sum equal to the Stipend (as at the date of termination) in lieu of the period of notice required in clause 2.3 above (or, if notice has already been given, for the proportionate period of notice that remains). You do not have the right to receive a payment in lieu of your notice period unless we exercise discretion under this clause.

12.2 You may terminate this Contract for convenience by providing the Company with two (2) months' prior written notice. You shall not have the right to pay in lieu of notice.

12.3 Once the notice of termination of this Contract has been issued by either party, we may direct you to desist from attending training, performing all or any part of your duties for part of or complete notice period; require you to remain away from the our premises; require you to abstain from engaging in contact other than social contact with any apprentices, employees, vendors, directors or customers of the Company or the BT Group. However, if such directions have not been issued to you by the Company, you agree to perform your duties diligently during the notice period and assist with handover and other exit formalities.

12.4 Notwithstanding any other grounds for termination available in this Contract, your training may be terminated by the Company, with or without notice or payment in lieu thereof, on the following grounds:

- being declared or becoming bankrupt or making any arrangement with or for the benefit of any creditors or have any court order against you in relation to your financial position
- insanity, senility, physical infirmity
- continued ill-health for a period of 3 (three) months
- being declared medically unfit for training by the Company's panel of doctors
- loss of confidence by the Company in your holding a position of trust and confidence

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- poor performance including incompetence in the performance of your duties, failure to perform normal responsibilities (where any of these is not deliberate or negligent)
- unauthorized absence: either short-term repeated absence or a continuous absence for more than 10 days, or 8 days where it follows a period of authorized leave
- redundancy – including due to restructuring, reorganization, role realignment, rationalization, technical innovations, discontinuation of any shift working or closure or sale of the department or the Company
- failing to meet any legal or policy requirement in relation to your apprenticeship / training
- ceasing to become eligible to work in India
- any other reasonable cause.

12.5 Your training may be terminated with immediate effect and without payment in lieu of any notice period, if you are found guilty of misconduct (i.e. a serious breach of: your terms of training, our ethics code, any Company or BT Group policy/procedure including misconduct which in Company's opinion, is likely to prejudice its business or reputation or irreparably damage the working relationship and trust with the Company), such misconduct includes, but is not limited to:

- disobeying a reasonable and lawful instruction of the Company
- discrimination, bullying, victimisation or harassment of any person
- sexual harassment
- committing or being accused of, charged with, or arrested for a criminal offence including an offence which in Company's opinion affects your position as a trainee or impacts the reputation of the Company
- serious breach of any provision of your terms of training or any internal policies or committing any other serious or repeated breach or non-observance of any of the provisions of your training, including the terms of the NDA or this Contract.
- an act of fraud or dishonesty or any act which in the Company's opinion brings or is likely to bring you or the Company into disrepute or is materially adverse to the interest of the Company
- making false, vicious or malicious statements, public or otherwise against the Company/BT group or any trainee, employee or director of the Company/BT group
- loss of confidence by the Company in your holding a position of trust and confidence
- unauthorised use, processing or disclosure of personal / sensitive / confidential data
- riotous, violent, disorderly, indecent, offensive or improper behaviour or the commission of any act subversive of good, professional and proper behaviour
- being under the influence of alcohol, illegal drugs or other illegal substances
- being in the possession of liquor, narcotics, weapons, explosives, ignitable or inflammable materials

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- committing or abetting any illegal or unlawful act or omission
- misuse of BT assets and/or property including but not limited to BT's brand, its name, its customers' /suppliers' property, any facilities made available by BT to its employees and trainees
- breach of BT policies (including but not limited to our ethics code, anti-corruption and bribery policy, prevention of sexual harassment policy, gift and hospitality policy, security policies, health and safety policies, data protection policies, workplace relationship policies, conflict of interest policy etc., including any acts which are covered as gross misconduct in the prevalent policies, rules and or procedures). These are available on the BT Intranet and HR Home or as are intimated to employees and trainees by the Company from time to time
- Except where permitted under Company policy, contacting any personnel of any other BT Group entity (other than the Company) to discuss matters in connection with your engagement at BT, training, cessation of training and matters connected thereto; and/or refusal to deal with the concerned department of the Company in this regard.

12.6 Where your training is terminated by reason of the sale, transfer, outsourcing or amalgamation by the Company of the whole or any part of the Company's business, the Company shall be under no obligation to pay compensation for redundancy if the party acquiring the business or the part being sold, transferred outsourced or amalgamated, has offered you continuation of training on terms of training no less favourable as under this Contract and agrees to treat service with the Company as continuous service with the new employer.

12.7 The Company may suspend you while investigating any matter which the Company believes could lead to the Company exercising its rights under clause 12.5 above or taking any other disciplinary action, in keeping with the requirements under applicable laws.

12.8 We shall be under no obligation to pay compensation for the termination of your training for any reason whatsoever, except as required under law.

12.9 In case of termination of your training by the Company under this Contract, it is clarified that you are not entitled to receive severance pay or compensation in lieu of tenure.

12.10 You agree that if your training ceases pre-term and the Company has incurred the training cost, you may be liable to repay some or all of the fees, expenses and other costs paid by the Company (the Costs).

13. Obligations on Termination

13.1 On termination of your training, for any reason whatsoever, you shall:

a. immediately return all Company property (including property leased by the Company) to the Company including all written or machine-readable material, confidential information, software, computers, credit cards, keys and vehicles. Withholding of Company property or

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refusal to return Company property at any point during your tenure or pursuant to termination of your training, for any reason whatsoever, will be deemed to be an act of gross misconduct and you may be subject to appropriate legal action. The Company will reserve the right to take appropriate legal action against you for the recovery of its property and/ or will deduct the value of such property from any amounts due to you;

b. not represent yourself as being associated with the Company and must not make any adverse comment, publicly or otherwise, about any member of the Company, any BT Group Company, or their employees, trainees or officers, whether on social media, print media or any other form of media, anytime during your training or following cessation of your training;

c. assist the Company in any threatened or actual legal or other proceedings in which the Company or any of the BT Group companies are involved, for which you will be reimbursed all reasonable costs incurred where approval is given in advance; and

d. as and when required, disclose any password, security access codes or other information used by you in the course of your training and ensure to complete the exit formalities / clearances at your end.

14. Electronic Communication System

14.1 You agree that internet access and all Company electronic communication systems, such as electronic mail, instant messenger, the internet and voice mail, shall be made available to you only to carry out the legitimate business of the Company. You shall use all Company electronic communication systems for work purposes and refrain from using them for personal purposes.

14.2 You consent to the Company monitoring, recording, accessing, storing, extracting, intercepting or examining the aforesaid systems and any information on such systems including SPDI (as defined below) and your use of them for reasonable business requirements and in order to check if you are compliant with the Company rules or if there have been any illegal or improper use. Further, you accept that the Company may prohibit or restrict you from accessing them, at any time, if you are found to be in violation of any Company policy, at its sole and absolute discretion.

14.3 You agree that you have no expectation of privacy in the use of the Company's electronic communication systems and you shall comply with any electronic communication systems policies that the Company may issue from time to time.

15. Consent to the Company holding personal data/ information and data protection

15.1 In accordance with the prevailing data protection laws in force from the date of your joining the Company, you consent to the Company collecting, holding, recording, processing, using, disclosing, sharing and transferring to third parties and group companies (whether within India or outside), personal data such as residence address, telephone number, photograph, educational qualification, details of relatives, all training/employment related and

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compensation related information, government issued identification and related information ('Personal Data') and any sensitive personal data or information i.e. passwords, financial information, sexual orientation, physical / mental health condition, medical records or biometric information ('SPDI'), relating to you held either electronically or manually, and/ or collected during the course of your training or at the time of your appointment, for the purpose of the administration and management of its employees, trainees, its business and for compliance with applicable procedures, laws and regulations. Further, all Personal Data and SPDI collected/provided by you at the time of your appointment/during the course of your training with the Company, will be handled in accordance with the applicable laws and Company's policy in this regard. Further, you agree to intimate us of any change in your personal data and/or SPDI within 7 (seven) working days to the Company.

15.2 Your signing of this Contract, constitutes your express consent to the Company inter alia holding, recording, processing, using, disclosing and/or transferring the Personal Data for its business purposes in compliance with applicable law. You consent to the transfer, disclosure and sharing of SPDI by the Company, with any of the group companies and/or any third party for the purpose of compliance, risk management, operational purposes, administration and management of the business of the Company. You agree that the SPDI may be shared, without your prior consent, with government agencies mandated under the law to obtain information for the purpose of verification of identity, or for prevention, detection, investigation including cyber incidents, prosecution, and punishment of offences. The Company may also, disclose your SPDI to any third party pursuant to an order under the law in force, for instance, when responding to summons or similar legal process, to protect against fraud and to otherwise co-operate with law enforcement or regulatory authorities.

15.3 Subject to applicable law, the Company may, at its sole discretion, transfer SPDI to any other body corporate (as defined under the Information Technology Act, 2000) or a person in India, or located in any other country, that ensures at least the same level of data protection that is adhered to by the Company as provided herein.

15.4 This clause should be read consistently and harmoniously with the relevant provisions of the NDA and the Data Collection Statement and you undertake to comply with the obligations set out under the NDA, Data Collection Statement and this Contract.

16. General

16.1 **Anti-Corruption and Bribery:** BT takes a zero-tolerance approach to bribery and corruption. You must comply with BT's anti-corruption and bribery policy, a copy of which is available on the BT Intranet, and related procedures. Failure to do so will be treated as a gross misconduct and disciplinary matter and may result in the immediate termination of your training.

16.2 **Warranties:** You warrant, other than what you have disclosed to the Company in writing:

a) that you are not restricted from performing your duties arising from a restrictive covenant or

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other non-competition obligation owed to anyone, or a restriction imposed on you concerning the use of any information or the intellectual property rights of anyone;

b) you will not breach any agreement to keep in confidence proprietary information, knowledge or data acquired by you in confidence or in trust prior to your training by the Company, and you will not induce the Company to use any confidential or proprietary information or material belonging to any previous employers or others.

c) that the credentials and any information provided by you including information touching upon your qualifications, experience and ability to perform the duties under this Contract are true and correct;

d) you are entitled to work in India without any additional approvals and will notify the Company immediately if you cease to be so entitled during your training. Further you agree that, upon request, you shall provide the Company with satisfactory evidence that you have the right to work in India;

e) you have disclosed everything to the Company which may be material to the Company's decision to offer you training under this Contract; and

f) you are capable of performing the duties involved in the position.

16.3 Indemnification: Without prejudice to any other right available to the Company in law or equity, you shall be liable to indemnify the Company, its affiliates, their directors, officers, trainees and employees, from and against all costs, losses and damages, claims, actions and proceedings arising out of or in connection with the breach or alleged breach of your representations and warranties under this Contract and/or your breach of applicable law. The Company shall be entitled to defend itself pursuant to this clause at your cost.

16.4 Notices: Any amendment, notice, or other communication under this Contract shall be sent by personal delivery or courier or email or by registered mail to the Parties at their respective addresses set forth below (or at such other address as a Party may previously have notified the other Party in accordance with this clause 16.4):

To the Company:

Attention : HR Director

Address : 7th to 10 Floor Tower C and D , Building -14, Sector-24 &25 A,
DLF Cyber City, Notified SEZ, Gurugram , Haryana (DLF IQ-14)

To the trainee:

Attention : Shilpy Kumari

Address : 1 Bevedre Estate, Central Govt. Officer's Quarter Flat- 94, block-16, Alipore,
Kolkata, 700027, India

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Email : shilwy80@gmail.com

All notices and other communications required or permitted under this Contract will: (a) if delivered personally or by courier, be deemed given upon delivery or when delivery is refused; and (b) if delivered by email, be deemed given when sent.

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

16.5 Right to vary: The Company reserves the right to vary any of the terms and conditions of this Contract and any of its internal policies at any time, which will be notified to you.

16.6 Severability: Part or all of any clause of this Contract that is illegal or unenforceable will be severed from this Contract and the remaining provisions continue in force.

16.7 Survival: The termination of this Contract shall in no event terminate or prejudice: (i) any right or obligation arising out of or accruing under this Contract attributable to events or circumstances occurring prior to such termination; (ii) any provision which by its nature is intended to survive termination, including the provisions of clause 11 (Confidentiality, Proprietary Information, Inventions and Non-Competition), clause 13 (Obligations on Termination), clause 14 (Electronic Communication System), 16.2 (Warranties), 16.3 (Indemnification), clause 16.4 (Notices) and clause 17 (Applicable Law).

16.8 Entire agreement: This Contract (including the Appendix) and any document referred to in it constitutes the entire agreement between the Company and you as to its subject matter and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between you and the Company or any trainee/employee of the Company.

16.9 Counterparts: This Contract may be executed in any number of counterparts, each of which, when executed and delivered, shall be an original, and all the counterparts together shall constitute one and the same instrument.

17. Applicable law

17.1 This Contract shall be governed by, and construed in accordance with, the laws of India. All terms, conditions, rights and obligations under this Contract shall be subject to the applicable laws of India.

17.2 Any and all claims, disputes, questions or controversies involving the parties and arising out of or in connection with, or relating to this Contract, shall be subject to the exclusive jurisdiction of the Courts of Delhi/Mumbai/Kolkata/Bengaluru. This jurisdiction shall extend to the resolution of any claims, disputes, questions and controversies.

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Look forward to your joining the Company.

Yours sincerely

A handwritten signature in black ink, appearing to read "Sai Kumar", is written over the typed name.

Sai Kumar
Senior Manager - Talent Acquisition
For and on behalf of the BT e-Serv (India) Private Limited

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DECLARATION/ACCEPTANCE

I, _____, s/o/d/o _____, accept this training and I agree to abide by the terms and conditions of this Contract.

Signature _____ Date _____

Name: Shilvy Kumari

Aadhar ID Number:

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Appendix 1
Table of benefits

| Section | Name | Shilwy Kumari |
|---------|--------------------------|---|
| 1. | Position | Trainee Associate (Service Desk Trainee) reporting to Naveen Agarwal (EIN :608624882). Title: Senior Manager, Managed Services india, Ph: +91 9836225700 |
| 2. | Start Date | August 17, 2020 |
| 3. | Normal Place of Work | IND-Rajarhat-DLF IT,DLF IT PARK II,TOWER ID, 2ND & 3RD FLOOR,PLOT NO II F/1, BLOCK II F,Rajarhat,West Bengal,India - 700156 |
| 3B. | Temporary Place of Work | NA |
| 4. | Stipend | As set out below |
| 5. | Next Stipend Review date | On successful completion of apprenticeship/training |
| 6. | Annual Leave | 21 |
| 7. | Benefits | Group Medical Insurance Plan: Coverage of INR 6,00,000 for you; your spouse and 2 dependent children, as applicable to be availed as per the due process. Group Personal Accident Plan only for yourself: 5 times of your annual stipend or INR 10,00,000, whichever is higher. Group Term Life Insurance Policy only for yourself: 5 times of your annual stipend or INR 10,00,000, whichever is higher. |

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STIPEND DETAILS

| Components | Monthly Figures (INR) |
|------------|-----------------------|
| Stipend | 21679 |

Stipend is subjected to deduction of Income Tax as per the Income Tax Act (if any).

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August 17, 2020

Joining Benefit

Dear Shilwy Kumari,

We are pleased to inform you that upon successful completion of your fifteen (15) month trainee/ apprenticeship programme and commencing employment with BT, you will be paid an advance amount as joining benefit along with your first salary (16th payroll). This advance is in anticipation of your employment continuing with us for a minimum period of six (6) months. Please note we reserve the right to recover this amount in full, if you leave the company, for any reason whatsoever, within the first six months of your employment post completion of your trainee/ apprenticeship programme.

Please see below the joining benefit amount that you may be eligible to receive, which shall be in accordance with your annual performance rating.

| Rating | Joining Benefit Amount |
|------------|--|
| Brilliant | INR 23,000 /- (Twenty Three Thousand Only) |
| Good Work | INR 15,500 /- (Fifteen Thousand Five Hundred Only) |
| Work To Do | NIL |

Yours sincerely,

Sai Kumar
Senior Manager - Talent Acquisition
For and on behalf of BT e-Serv (India) Private Limited

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Private and Confidential

By Hand Only

Dear **Shilvy Kumar**

SUCCESSFUL ATTAINMENT OF ACADEMIC DEGREE

We write further to your appointment letter dated August 11, 2020 with BT e-Serv (India) Private Limited ("Appointment Letter").

As you are aware, you have appeared in the final examination of B.Sc results of which are awaited.

We trust that you appreciate that we have extended the Letter of Engagement to you, amongst others, on the basis that you will pass the aforesaid course successfully. As such, you agree that it is a reasonable condition of your continued apprenticeship/training with us that you shall successfully pass the above academic course within a period of 6 months from your commencement date, failing which, your apprenticeship/training with us would come to an immediate end.

This letter shall not affect any other term(s) / condition(s) of your Engagement Letter which shall continue to operate in full.

Thank you for co-operation.

Yours sincerely

Sai Kumar
Senior Manager - Talent Acquisition
For and on behalf of BT e-Serv (India) Private Limited

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DECLARATION AND ACCEPTANCE

I, **Shilwy Kumari**, hereby understand and accept the terms and conditions as set out in this letter and agree that they shall form an integral part of my Appointment Letter.

Signature _____

Date _____

Designation _____
No _____

Government issued ID type and

Shilwy Kumari

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August 11, 2020

Probation - Quality Testing Training & Assessments

Dear Shilwy Kumari,

Welcome to BT!

As part of your probation and to equip you to effectively perform your new role at BT, you will undergo 'Quality Testing' training.

This training will enable you to meet the operational requirements of your role and will include assessments at each stage. You will undergo weekly assessments, external assessments, and depending on your role, assessments may also include mock chats/calls and live chats/calls. You will receive guidance and support throughout the training process, including refresher sessions.

You are required to complete each of the assessments as part of the requirements of your probation. You will be given two opportunities to clear each assessment.

Your performance and suitability for continued employment will be monitored. We reserve the right to terminate your employment at any time during the probation (including any extended period), if your performance including clearing quality testing assessments, behaviour and/or conduct is found unsatisfactory.

We wish you all the best for your journey at BT

Yours sincerely

Sai Kumar
Senior Manager - Talent Acquisition
For and on behalf of BT e-Serv (India) Private Limited

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www.capgemini.com/in-en

Date: February 27, 2019

**A. Vidya
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear A. Vidya,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.

Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
1. 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.
2. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Caggemini and your performance will be evaluated periodically during such training period.

Caggemini reserves the right in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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 Caggemini 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@caggemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Caggemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **A. Vidya**

Date: _____



Capgemini Technology Services India Limited
(Formerly known as GENTE Global Solutions Limited)
11, 11.2, 2nd MIDC, Thane - Belapur Road,
Navi Mumbai - 400705, Maharashtra, India.
Tel: +91 22 2144 4283 | Fax: +91 22 2141 2121
www.capgemini.com/in_en

Date: February 27, 2019

**Abhisek Gangdeb
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Abhisek Gangdeb,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.



Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
1. 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.
2. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Caggemini and your performance will be evaluated periodically during such training period.

Caggemini reserves the right in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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 Caggemini 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@caggemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Caggemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Abhisek Gangdeb

Date: _____

ANNEXURE 1

Abhisek Gangdeb

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Abhisek Gangdeb**

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IBM Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4293 | Fax: +91 22 7141 2121
www.capgemini.com/in/en

Date: February 27, 2019

**Adarshamayee Mohanty
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Adarshamayee Mohanty,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.

ANNEXURE 1

**Amit Pradhan
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Amit Pradhan

Date: _____



Capgemini Technology Services India Limited
(Formerly known as ICATE Global Solutions Limited)
IT 1, IT 2, Alruj MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: February 27, 2019

**Ashish Patra
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Ashish Patra,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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 PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.

Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
1. 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.
2. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Caggemini and your performance will be evaluated periodically during such training period.

Caggemini reserves the right in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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 Caggemini 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@caggemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Caggemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Ashish Patra**

Date: _____

ANNEXURE 1

**Ashish Patra
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Ashish Patra

Date: _____



Capgemini Technology Services India Limited
(Formerly known as ICATE Global Solutions Limited)
IT 1, IT 2, Arel MIDC, Thane - Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: February 27, 2019

Bhabani Jena
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Bhabani Jena,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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 PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.

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.
1. 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.
2. 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 in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Punset Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Bhabani Jena**

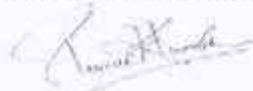
Date: _____

ANNEXURE 1

Bhabani Jena
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Bhabani Jena

Date: _____

Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
1. 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.
2. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Caggemini and your performance will be evaluated periodically during such training period.

Caggemini reserves the right in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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 Caggemini 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 fresherhring.in@caggemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Caggemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Debasmita Das

Date: _____



Cappgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400705, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.cappgemini.com/in-en

Date: February 27, 2019

Debopam Rath
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Debopam Rath,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Cappgemini Technology Services India Limited.**, (hereinafter referred to as "Cappgemini").

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 Cappgemini.

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 Cappgemini. Cappgemini 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 Cappgemini.

Upon accepting this LoI, you will be provided access to the PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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 Cappgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.

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.
1. 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.
2. 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 in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Debopam Rath**

Date: _____

ANNEXURE 1

**Debopam Rath
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Debopam Rath

Date: _____



Capgemini Technology Services India Limited
(Formerly known as ISATE Global Solutions Limited)
11/1, 11/2, 11th MIDC, Thane - Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4203 | Fax: +91 22 7144 2121
www.capgemini.com/in-en

Date: February 27, 2019

**Garima Biswakarma
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Garima Biswakarma,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.

Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
1. 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.
2. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Caggemini and your performance will be evaluated periodically during such training period.

Caggemini reserves the right in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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 Caggemini 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@caggemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Caggemini



Rungt Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Garima Biswakarma

Date: _____

Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
1. 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.
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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@caggemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Caggemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Adarshamayee Mohanty

Date: _____

ANNEXURE 1

Adarshamayee Mohanty

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Adarshamayee Mohanty

Date: _____



Capgemini Technology Services India Limited
(Formerly known as CGATE Global Solutions Limited)
IT 3, IT 2, Wing MIDC, Thane - Docolur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 2144 4283 | Fax: +91 22 2141 2123
www.capgemini.com/in-en

Date: February 27, 2019

Alisha Mohanty
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Alisha Mohanty,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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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 PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.

Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
1. 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.
2. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Caggemini and your performance will be evaluated periodically during such training period.

Caggemini reserves the right in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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 Caggemini 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@caggemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Caggemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Alisha Mohanty**

Date: _____

ANNEXURE 1

Alisha Mohanty
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Alisha Mohanty

Date: _____



Capgemini Technology Services India Limited
(Formerly known as ICATE 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

Date: April 6, 2020

Alok Kumar Nayak
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Alok Kumar Nayak,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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 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.

Cappgemini 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 Cappgemini 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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Alok Kumar Nayak

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Alok Kumar Nayak**

Date: _____



Capgemini Technology Services India Limited
(formerly known as NGATE Global Solutions Limited)
11/1, 11/2, Arel MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: February 27, 2019

Amit Pradhan
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Amit Pradhan ,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.

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.
1. 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.
2. 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 in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Amit Pradhan

Date: _____

ANNEXURE 1

Garima Biswakarma
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Garima Biswakarma

Date: _____



Capgemini Technology Services India Limited
(Formerly known as TCSATC Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400108, Maharashtra, India.
Tel: +91 22 7164 4088 | Fax: +91 22 7141 7121
www.capgemini.com/in-en

Date: February 27, 2019

Helen Patra
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Helen Patra,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3 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 PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.

Upon joining Caggemini,

1. You are expected to enter into an employment agreement with Caggemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Caggemini.
1. 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.
2. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Caggemini and your performance will be evaluated periodically during such training period.

Caggemini reserves the right in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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 Caggemini 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@caggemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Caggemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Helen Patra

Date: _____

ANNEXURE 1

**Helen Patra
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Helen Patra

Date: _____



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

Date: February 27, 2019

**Isha Sharma
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Isha Sharma,

With reference to your interview conducted by us at **MITs School Of Biotechnology**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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Upon accepting this LoI, you will be provided access to the PROPEL (Pre-Onboarding Platform for Engagement and Learning) 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.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. This will help you prepare effectively for the technical trainings you will be imparted upon joining.



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.
1. 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.
2. 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 in its sole discretion to decide the continuance of your further training and your employment on the basis of your performance.

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

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Isha Sharma


Date: _____

ANNEXURE 1

Isha Sharma
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

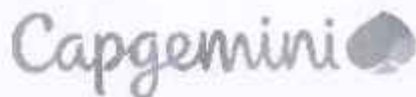


Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Isha Sharma

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGate Global Solutions Limited)
IT 1, IT 2, Airtel MIDC, Thane - Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2123
www.capgemini.com/in/en

Date: November 30, 2019

Jageshwar Kumar
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Jageshwar Kumar,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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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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.
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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.

ANNEXURE 1

Jageshwar Kumar
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Jageshwar Kumar

Date: _____



Capgemini Technology Services India Limited
(Formerly known as TIGATE Global Solutions Limited)
T1-1, T1-2, Aerial MIDC, Titano - Borapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91-22-7144-4283 | Fax: +91-22-7141-2121
www.capgemini.com/in-en

Date: November 30, 2019

Jagruti Mishra
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Jagruti Mishra,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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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Upon joining Capgemini,

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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.

Cappgemini 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 Cappgemini 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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

**Jageshwar Kumar
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Caggemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Jagruti Mishra

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
11-1, D-3, Vimal MIDC, Thane - Beaspur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7195 4283 | Fax: +91 22 4191 2121
www.capgemini.com/in_en

Date: November 30, 2019

Jiten Kumar Banua
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Jiten Kumar Banua,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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Cappgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Jiten Kumar Banua
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Jiten Kumar Banua**

Date: _____



Capgemini Technology Services India Limited
(Formerly known as ICAFC Global Solutions Limited)
IT 1, IT 2, Airo MIDC, Thane- Bolepur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4263 | Fax: +91 22 7141 3121
www.capgemini.com/in-en

Date: November 30, 2019

Khushi Sharma
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Khushi Sharma,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

**Khushi Sharma
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Khushi Sharma

Date: _____



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-in

Date: November 30, 2019

Manasmita Mahanta
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Manasmita Mahanta,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Manasmita Mahanta
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Caggemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Manasmita Mahanta

Date: _____



Capgemini Technology Services India Limited
(Formerly known as ZIGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
New Mumbai - 400706, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-in

Date: November 30, 2019

Manasmita Mahanta
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Manasmita Mahanta,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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 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.

Cappgemini 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 Cappgemini 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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Manasmita Mahanta
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

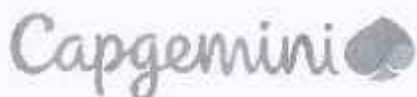


Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Manasmita Mahanta

Date: _____



Capgemini Technology Services India Limited
(Formerly known as TIGATE Global Solutions Limited)
IT-1, IT-2, Airod MIDC, Thane-Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91-22-7144 4283 | Fax: +91-22-7141 2125
www.capgemini.com/in-en

Date: November 30, 2019

Pallabi Mohanty
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Pallabi Mohanty,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 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.

Cappgemini 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 Cappgemini 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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Pallabi Mohanty
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Pallabi Mohanty**

Date: _____



Capgemini Technology Services India Limited
(Formerly known as JCA TE Global Solutions Limited)
IT 1, IT 2, Aml MIDC, Thane - Bolepur Road,
Navi Mumbai - 400706, Maharashtra, India.
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: November 30, 2019

Prabhat Priti Ranjan Bhoi
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Prabhat Priti Ranjan Bhoi,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Prabhat Priti Ranjan Bhoi
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Prabhat Priti Ranjan Bhoi

Date: _____



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

Date: November 30, 2019

**Pragnya Paramita Behera
MITs School of Bio Technology**

Letter of Intent ("LOI")

Dear Pragnya Paramita Behera,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Upon joining Capgemini,

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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.

ANNEXURE 1

Pragnya Paramita Behera
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Pragnya Paramita Behera

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Sion Road,
Navi Mumbai - 400705, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/india

Date: November 30, 2019

Prastiti Mohanty
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Prastiti Mohanty,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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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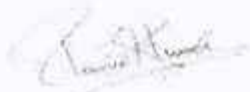
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You may note that this letter should neither be construed as an offer of employment from Cappgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring



Capgemini Technology Services India Limited
(Formerly known as ICATE Global Solutions Limited)
11 1, IT 2, Aahat MIDC, Thane - Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in/en

Date: November 30, 2019

Pratikshya Mohapatra
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Pratikshya Mohapatra,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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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.

ANNEXURE 1

**Pratikshya Mohapatra
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Pratikshya Mohapatra

Date: _____



Cappgemini Technology Services India Limited
(Formerly known as IGA/IG Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Delpur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7143 2121
www.cappgemini.com/in-en

Date: November 30, 2019

Preetimai Gahan
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Preetimai Gahan,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Cappgemini Technology Services India Limited.**, (hereinafter referred to as "Cappgemini").

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 Cappgemini.

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 Cappgemini. Cappgemini 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 Cappgemini.

Upon joining Cappgemini,

1. You are expected to enter into an employment agreement with Cappgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Cappgemini.
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 Cappgemini and your performance will be evaluated periodically during such training period.

Cappgemini 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 Cappgemini 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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

**Preetimai Gahan
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Preetimai Gahan

Date: _____



Capgemini Technology Services India Limited
(Formerly known as TIGATE Global Solutions Limited)
IT 1, IT 2, Arai Milk, Thane - Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: November 30, 2019

Priyanka Swain
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Priyanka Swain,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Priyanka Swain
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any Incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Priyanka Swain

Date: _____



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

Date: November 30, 2019

Raj Jaiswal
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Raj Jaiswal,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Raj Jaiswal
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Raj Jaiswal

Date: _____



Capgemini Technology Services India Limited
(Formerly known as GATE 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

Date: November 30, 2019

Rituparna Satapathy
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Rituparna Satapathy,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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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 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.

Cappgemini 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.

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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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Rituparna Satapathy
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Rituparna Satapathy

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airo MIDC, Thane - Belapur Road,
Navi Mumbai - 400706, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7143 2121
www.capgemini.com/in-en

Date: November 30, 2019

Rojalin Mahapatra
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Rojalin Mahapatra,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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Cappgemini 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.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

**Rojalin Mahapatra
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Rojalin Mahapatra

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT-1, IT-2, Asool MIDC, Thane - Beapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4203 | Fax: +91 22 7141 2123
www.capgemini.com/in-in

Date: November 30, 2019

S. Jyotsna
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear S. Jyotsna,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

S. Jyotsna
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: S. Jyotsna

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Ahol MIDC, Thane - Belapur Road,
Navi Mumbai - 400706, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7142 2171
www.capgemini.com/in-en

Date: November 30, 2019

Sandeep Kumar Das
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Sandeep Kumar Das,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** 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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Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Sandeep Kumar Das
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Sandeep Kumar Das

Date: _____



Capgemini Technology Services India Limited
(Formerly known as KAPTE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400706, Maharashtra, India.
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: November 30, 2019

Sanjana Pati
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Sanjana Pati,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Sanjana Pati
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Sanjana Pati

Date: _____



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

Date: November 30, 2019

Saswat Das
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Saswat Das,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

**Saswat Das
Associate and A3**

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Saswat Das

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airo MIDC, Thane - Belapur Road,
Navi Mumbai - 400706, Maharashtra, India.
Tel: +91-22-7144 4283 | Fax: +91-22-7144 2125
www.capgemini.com/in-en

Date: November 30, 2019

Satya Sarbajit Behera
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Satya Sarbajit Behera,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Satya Sarbajit Behera
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Caggemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Satya Sarbajit Behera

Date: _____



Cappgemini Technology Services India Limited
(Formerly known as IGA (E) Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai - 400706, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.cappgemini.com/in-en

Date: April 6, 2020

**Shen Shekinah Aind
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Shen Shekinah Aind,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Cappgemini Technology Services India Limited.**, (hereinafter referred to as "Cappgemini").

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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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Shen Shekinah Aind

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Shen Shekinah Aind

Date: _____



Capgemini Technology Services India Limited
(Formerly known as TIGATE Global Solutions Limited)
11-1, 11-2, Arel MIDC, Thane - Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: April 6, 2020

Shilpita Kuila
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Shilpita Kuila,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Shilpita Kuila

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Shilpita Kuila

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGA IT Global Solutions Limited)
IT 1, IT 2, Area: MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7241 2121
www.capgemini.com/in/en

Date: April 6, 2020

Shivanwasha Tripathy
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear **Shivanwasha Tripathy**,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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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 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.

Cappgemini 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 Cappgemini 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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Shivanweshya Tripathy

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Shivanweshya Tripathy

Date: _____



Capgemini Technology Services India Limited
(Formerly known as ICAIF Global Solutions Limited)
IT 1, IT 2, Arni MIDC, Thane - Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2125
www.capgemini.com/in-en

Date: April 6, 2020

**Shweta Kumari Rowlo
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Shweta Kumari Rowlo,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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Cappgemini 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.

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Shweta Kumari Rowlo

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Shweta Kumari Rowlo

Date: _____



Capgemini Technology Services India Limited
(Formerly known as TCGATE Global Solutions Limited)
IT 1, IT 2, Airo HITEC, Thane - Delpur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/it-en

Date: November 30, 2019

Ref No: HR/Campus/LO14960850/1

Snigdha Madhab Maharana
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Snigdha Madhab Maharana,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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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Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Snigdha Madhab Maharana

Associate and A3

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For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Snigdha Madhab Maharana

Date: _____



Capgemini Technology Services India Limited
(Formerly known as UST Global Solutions Limited)
IT 1, IT 2, Axel MIDC, Thane - Seapur Road,
Navi Mumbai - 406708, Maharashtra, India.
Tel: +91 22 7144 4263 | Fax: +91 22 7141 2121
www.capgemini.com/in/en

Date: April 6, 2020

Soumitri Sahoo
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Soumitri Sahoo,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Soumitri Sahoo

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

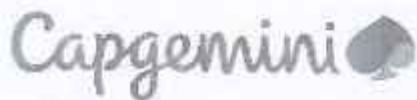


**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Soumitri Sahoo

Date: _____



Cappgemini Technology Services India Limited
(Formerly known as IGAITE Global Solutions Limited)
IT 1, IT 2, Airod MIDC, Thane - Belapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.cappgemini.com/in/en

Date: April 6, 2020

Souvagya Das
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Souvagya Das,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Cappgemini Technology Services India Limited.**, (hereinafter referred to as "Cappgemini").

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Upon joining Cappgemini,

1. You are expected to enter into an employment agreement with Cappgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Cappgemini.
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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Souvagya Das

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Souvagya Das

Date: _____



Capgemini Technology Services India Limited
(Formerly known as TCSAT 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

Date: November 30, 2019

Subhalaxmi Choudhury
MITs School of Bio Technology

Letter of Intent ("LOI")

Dear Subhalaxmi Choudhury,

With reference to your interview conducted by us at **MITs Bhubaneswar**, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Subhalaxmi Choudhury

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Subhalaxmi Choudhury

Date: _____



Capgemini Technology Services India Limited
(Formerly known as TCS 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

Date: April 6, 2020

**Subhalaxmi Rout
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Subhalaxmi Rout,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate and A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Subhalaxmi Rout

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Subhalaxmi Rout

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airod MIDC, Thane - Belapur Road,
Navi Mumbai - 400 708, Maharashtra, India.
Tel: +91 22 7144 4263 | Fax: +91 22 7144 2121
www.capgemini.com/in-en

Date: April 6, 2020

Subhangini Nayak
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Subhangini Nayak,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Yours Sincerely,
For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Subhangini Nayak

Associate and A3

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For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Subhangini Nayak

Date: _____



Capgemini Technology Services India Limited
(formerly known as IGATE Global Solutions Limited)
D-1, D-2, Airoli MIDC, Thane - Belapur Road,
New Mumbai - 400708, Maharashtra, India.
Tel: +91-22-7144 4283 | Fax: +91-22-7141 7121
www.capgemini.com/in/en

Date: April 6, 2020

Sukanya Khamari
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Sukanya Khamari,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Sukanya Khamari
Associate and A3

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For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Sukanya Khamari**

Date: _____



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

Date: April 6, 2020

**Sushree Smrutisnidha Sahoo
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Sushree Smrutisnidha Sahoo,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 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.



Cappgemini 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 Cappgemini 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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Sushree Smrutisnigdha Sahoo
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: **Sushree Smrutisnigdha Sahoo**

Date: _____



Capgemini Technology Services India Limited
(Formerly known as TIGATE Global Solutions Limited)
IT 1, IT 2, Airal MIDC, Thane - Belapur Road,
New Mumbai - 400 708, Maharashtra, India.
Tel: +91 22 7141 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Date: April 6, 2020

Sweta Panda
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Sweta Panda,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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 joining Capgemini,

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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.

Cappgemini 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.

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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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Sweta Panda

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Sweta Panda

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGate Global Solutions Limited)
IT 1, IT 2, Airo MDC, Thane - Metapur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2122
www.capgemini.com/in-en

Date: April 6, 2020

Tanushree Behera
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Tanushree Behera,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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.

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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.

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

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Tanushree Behera
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumar
Head - Fresher Hiring

Signature: _____

Candidate Name: Tanushree Behera

Date: _____



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT-1, IT-2, Arel HIDE, Thane - Delpur Road,
Navi Mumbai - 400708, Maharashtra, India.
Tel: +91-22-7144-1283 | Fax: +91-22-7144-2121
www.capgemini.com/in-en

Date: April 6, 2020

Tanushree Behera
Mits School Of Biotechnology

Letter of Intent ("LOI")

Dear Tanushree Behera,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** with **Capgemini Technology Services India Limited.**, (hereinafter referred to as "Capgemini").

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We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini

Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Tanushree Behera
Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



Puneet Kumra
Head - Fresher Hiring

Signature: _____

Candidate Name: Tanushree Behera

Date: _____



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

Date: April 6, 2020

**Upali Aparajita Sahoo
Mits School Of Biotechnology**

Letter of Intent ("LOI")

Dear Upali Aparajita Sahoo,

With reference to your interview conducted by us at MIT's Bhubaneswar, we are pleased to inform that you have been shortlisted for the position of **Associate** and **A3** 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.

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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.

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

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You may note that this letter should neither be construed as an offer of employment from Cappgemini 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@cappgemini.com

Thanking you,
Yours Sincerely,
For & On Behalf of Cappgemini



Puneet Kumra
Head - Fresher Hiring

ANNEXURE 1

Associate and A3

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,50,000/- (Rupees Two Lakhs Fifty Thousand only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini



**Puneet Kumra
Head - Fresher Hiring**

Signature: _____

Candidate Name: Upali Aparajita Sahoo

Date: _____

02-Jun-2020

Dear Lucy Sharma,
BCA, Computer Application,
Majhi Jharani Institute of
Technology & Science



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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Behavardu
Global Head-Talent Acquisition

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

Signature :

Date:

02-Jun-2020

Dear Mehal,
B.Sc., Biotechnology (H),
Majhighariani Institute of
Technology & Science



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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Behavankar

Global Head-Talent Acquisition

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

Signature :

Date:

02-Jun-2020

Dear Shikshi Singh,
B.Sc., Biotechnology (H),
Majhighariani Institute of
Technology & Science



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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.284,111/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance, as applicable.

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com/india>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Beharwal

Global Head-Talent Acquisition

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

Signature :

Date:

02-Jun-2020

Dear Sournya Sruti Prusty,
B.Sc., Biotechnology (H),
Mahisharani Institute of
Technology & Science



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

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.252,000/-. This includes an annual incentive indication of Rs.12,000/-, as well as Cognizant's contribution of Rs.19,500/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

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- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://careers2.cognizant.com/cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Pathak
Global Head-Talent Acquisition

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

Signature :

Date:



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Ahalya Birua,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com.

Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Alisha Lenka,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com.

Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Aradhana Satapathy,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com.

Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Arpita Pattnaik,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Arupama Hota,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of Advisor 1, Customer Service provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Barsha Sahoo,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Debasmita Behera,

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Date: 16-Feb-20

Subject: Expression of Interest - Campus

Dear Garima Biswakama,

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Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Krushna Chandra Nanda,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Lilima Sethi,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Luina Priyadarshini Pradhan,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Mousumi Parida,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Nikita Tiwary,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Pragyan Paramita,

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Date: 16-Feb-20

Subject: Expression of Interest - Campus

Dear Prakash Kumar Prusti,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Pravha Kumari,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Priya Jaiswal,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Priyanka Tripathy,

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Date:- 15-Feb-20

Subject: Expression of Interest - Campus

Dear Ritika Dash,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Riya Raj,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Sambit Nayak,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Sanjana Mohanty,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Sankalp Das,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Shreya Mishra,

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Date:- 15-Feb-20

Subject: Expression of Interest - Campus

Dear Soosri Sunanda Swain,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Suman Patel,

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Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Sushree Smitapangya Samal,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

Please note that this letter is not an offer of employment or a legally binding contract of employment. An offer for employment shall be made to you at the sole discretion of the Company and there is no obligation on the Company to do so. An employee-employer relationship between you and the Company shall be established only upon the Company's issuance and your acceptance of a legally binding contract of employment.

We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com.

Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Yogamaya Bihari,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

If any information furnished by you in your application or during the selection process is found to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may withdraw this expression of interest without any notice.

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Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear B. Sruthi Sri Spandana,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Saswati Rout,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

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Concentrix Hiring Team



Date:- 16-Feb-20

Subject: Expression of Interest - Campus

Dear Smaranika Mahanta,

We are pleased to convey through this Expression of Interest letter that you are being considered for the position of **Advisor 1, Customer Service** provided you successfully complete your graduation and fulfill other requirements including but not limited to you clearing further assessments/interviews. On successful completion of eligibility requirements viz. Graduation, final assessments and / or interviews, the Company may issue you an Appointment Letter with details of all service terms and conditions and salary structure along with a proposed date of joining.

1. Your initial place of work shall be at the company's discretion and can be at any Concentrix location.
2. This Expression of Interest shall remain valid for a period of 60 days from the date of your Final Examination. Considering the candidature beyond the 60 days period would be as per the requirement in the organization.

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We encourage you to provide your acceptance of this EOI at campusplacements@concentrix.com.

Concentrix Hiring Team

05th March 2020,

Mr. Ajay Kumar Jena
Malipada, PS - Jankia,
Dist - Khordha,
Odisha - 752018

Dear Mr. Ajay Kumar Jena,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of Rs.20000/- per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
| OTHER ALLOWANCE | 11000 |
| MONTHLY GROSS SALARY | 20000 |

The Company reserves the right to post your services to any of the towns/cities in India where we are promoting our products, based on our requirement.

The preliminary training for a period of 45 days shall consist of following sessions:

- Initial Class Room Trainings (ICRT)
- Field Training at a specific location
- Evaluation of Performance

You are expected to show adequate drive and initiative to learn the various aspects of Sales of Medical Electronics Equipments & Reagents dealt by our Company. The preliminary training will have an evaluation process which the trainee should necessarily required to clear successfully.

This arrangement is terminable in case of misconduct of any form and unsatisfactory performance during the course of training without any notice.

You are hereby directed to report for duty immediately after completion of your final exams.

You are requested to report at CPC Diagnostics Pvt Ltd (Suchika Institute) #240/318, 3rd Floor, Raj Complex, Near Khadhi Gramodyog Bhavan, Avvai Shanmugam Salai, Gopalapuram, Chennai – 600086.

While you take field responsibilities, you will be paid daily allowances for Head Quarter – Rs.150/-, Out Station – Rs.650/-, Metro Out station – Rs.800/- Mobile & Internet will be provided by the company.

Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For **CPC DIAGNOSTICS PVT. LTD.**,

MALINI KAILASNATH
DIRECTOR - HR

06th March 2020.

Mr. Amlan Pati
Nitarapa Sasun, Binhati,
Cuttack, Odisha - 754100

Dear Mr. Amlan Pati,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of **Rs.20000/-** per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
| OTHER ALLOWANCE | 11000 |
| MONTHLY GROSS SALARY | 20000 |

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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.

For **CPC DIAGNOSTICS PVT. LTD.,**

MALINI KAILASHNATH
DIRECTOR - HR

06th March 2020.

Mr. Amrit Rout
Haladiapada, Po - Alando,
Dist - Jagatsinghpur,
Odisha - 754130

Dear Mr. Amrit Rout,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of Rs.20000/- per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
| OTHER ALLOWANCE | 11000 |
| MONTHLY GROSS SALARY | 20000 |

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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For CPC DIAGNOSTICS PVT. LTD.,

MALINI KAILASNATH
DIRECTOR - HR

06th March 2020.

Mr. Bikram Barik
Kaurmunda, Near CT
School, Odisha - 770039

Dear Mr. Bikram Barik,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of Rs.20000/- per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
| OTHER ALLOWANCE | 11000 |
| MONTHLY GROSS SALARY | 20000 |

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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For **CPC DIAGNOSTICS PVT. LTD.**,

MALINI KAILASNATH
DIRECTOR - HR

06th March 2020;

Mr. Biswajit Panigrahi
Gopalpur, Near Market
Complex, Dist - Balasore,
Odisha - 756044

Dear Mr. Biswajit Panigrahi,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of Rs.20000/- per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
| OTHER ALLOWANCE | 11000 |
| MONTHLY GROSS SALARY | 20000 |

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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For CPC DIAGNOSTICS PVT. LTD.,

MALINI KAILASNATH
DIRECTOR - HR

06th March 2020,

Mr. Chinmaya Ray
Dharpur, Via - Bari,
Dist - Jajpur, Odisha - 755003

Dear Mr.Chinmaya Ray,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of **Rs.20000/-** per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
| OTHER ALLOWANCE | 11000 |
| MONTHLY GROSS SALARY | 20000 |

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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For CPC DIAGNOSTICS PVT. LTD.,

MALINI KAILASNATH
DIRECTOR - HR

05th March 2020,

Mr. Prajwal Mishra
Tarbha, Dist - Subarnapur,
Odisha - 767016

Dear Mr. Prajwal Mishra,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of **Rs.20000/-** per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
| OTHER ALLOWANCE | 11000 |
| MONTHLY GROSS SALARY | 20000 |

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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For CPC DIAGNOSTICS PVT. LTD.,

MALINI KAILASNATH
DIRECTOR - HR

06th March 2020,

Mr. Rajat Kumar Meher
Chuladarh, Po - Ballipata,
Via - Patnagagh, Bolangir,
Odisha - 767025

Dear Mr. Rajat Kumar Meher,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of **Rs.20000/-** per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
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| MONTHLY GROSS SALARY | 20000 |

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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.

For **CPC DIAGNOSTICS PVT. LTD.**,

MALINI KAILASNATH
DIRECTOR - HR

06th March 2020,

Mr. Santosh Parida
Tarbha, Dist - Subarnapur,
Odisha - 767016

Dear Mr.Santosh Parida,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of Rs.20000/- per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
| OTHER ALLOWANCE | 11000 |
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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For **CPC DIAGNOSTICS PVT. LTD.,**

MALINI KAILASNATH
DIRECTOR - HR

06th March 2020,

Mr. Soumya Ranjan Mishra
Sundarpal, Po - Nuapada,
Via - chendipada,
Dist - Angul, Odisha - 759124

Dear Mr. Soumya Ranjan Mishra,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of Rs.20000/- per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For CPC DIAGNOSTICS PVT. LTD.,

MALINI KAILASNATH
DIRECTOR - HR

06th March 2020,

Mr. Sourav Pattnaik
TAdarsh Colony, Near bullet byamasala,
Modipara, Sambalpur, Odisha - 768002

Dear Mr. Sourav Pattnaik,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of Rs.20000/- per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
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| DA | 1250 |
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Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For CPC DIAGNOSTICS PVT. LTD.,

MALINI KAILASNATH
DIRECTOR - HR

06th March 2020.

Mr. Tapas Ranjan Patra
Raikala, VII - Sandhiuposhi,
Via - Thumpura, Odisha - 758031

Dear Mr. Tapas Ranjan Patra,

With reference to your application and the subsequent interview you had with us, you have been selected as a 'Sales/Marketing Trainee' in our organization. The training period will be One Year.

You will be paid a salary of Rs.20000/- per month (Rupees Twenty Thousand only) with statutory deductions.

| | |
|-----------------------------|--------------|
| BASIC | 5000 |
| DA | 1250 |
| HRA | 1250 |
| CCA | 1500 |
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- Field Training at a specific location
- Evaluation of Performance

You are expected to show adequate drive and initiative to learn the various aspects of Sales of Medical Electronics Equipments & Reagents dealt by our Company. The preliminary training will have an evaluation process which the trainee should necessarily required to clear successfully.

This arrangement is terminable in case of misconduct of any form and unsatisfactory performance during the course of training without any notice.

You are hereby directed to report for duty immediately after completion of your final exams.

You are requested to report at CPC Diagnostics Pvt Ltd (Sachika Institute) #240/318, 3rd Floor, Raj Complex, Near Khadhi Gramodyog Bhavan, Avvai Shanmugam Salai, Gopalapuram, Chennai – 600086.

While you take field responsibilities, you will be paid daily allowances for Head Quarter – Rs.150/-, Out Station – Rs.650/-, Metro Out station – Rs.800/- Mobile & Internet will be provided by the company.

Kindly put your signature in a copy of this letter as a token of your acceptance and send it back to us.

We wish you all the best.
For CPC DIAGNOSTICS PVT. LTD.,

MALINI KAILASNATH
DIRECTOR - HR



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77 Degree Town Centre, Survey No.123, 132/2, 133/2, 133/3 and 136/1, Amani Bellandur Khane Village, Varthur Hobli, Bengaluru Rural, Karnataka - 560037

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www.deloitte.com

11/12/2020

Ms. Priyambada Sar
MIG-1 20/S,
Housing Board Colony,
Chandrasekharpur - 751016

Subject: Offer of Employment

Dear Priyambada Sar:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within one year of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Priyambada Sar, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Jennifer Miriam Cyethia

01E7600674442E

Authorized Signatory

Annexure A

Ms. Priyambada Sar

Associate Analyst

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|--|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1a & 1b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Meal Card ³ | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business. | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employer's position with the Employer in India.

Contd:-.....

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| Employee in Level - | ^{1a} Communication Expenses | ^{1b} Fuel Expenses |
|---------------------|---|--|
| Associate Analyst | Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed. | Petrol / Insurance / Repairs & Maintenance |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

| Name of Expenses | Own Vehicle – Maximum Tax exemption limit per month | | |
|--------------------|---|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | <= 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premiums will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Priyambada Sar

Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by Deloitte Consulting India Private Limited, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at Block "C", Divyasree Technopolis Survey No. 123 & 132/2 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru – 560 037 (the "Employer") as Associate Analyst and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, Associate Analyst of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information and Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature _____

Name _____

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website, any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights - all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients; (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works – all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

I. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte U.S.'s subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is 60 Days by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance; repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitte.net/deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of January 18, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte.

Dear Priyambada Sar,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77
Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3
and 136/1,
Amani Bellandur Khane Village,
Varthur Hobli,
Bengaluru Rural, Karnataka – 560037

Tel: +91 080 6755 5000/ +91 080
6755 4000
www.deloitte.com

11/12/2020

Ms. Sripathi Hema
Uma Vihar, H.NO-775/3955,
Near Sai Mandir, Opposite to Koel
Campus, Patia, C.S.PUR, BBSR

Subject: Offer of Employment

Dear Sripathi Hema:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Sripathi Hema, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Jennifer Miriam Cynthia

0161-AC88A864420

Authorized Signatory

Annexure A

Ms. Sripathi Hema

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1a & 1b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Meal Card ³ | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF ⁴ | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/.....

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| Employee in Level - | ^{1a} Communication Expenses | ^{1b} Fuel Expenses |
|---------------------|--|---|
| Associate Analyst | <i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i> | <i>Petrol / Insurance / Repairs & Maintenance</i> |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

| Nature of Expenses | Own Vehicle -Maximum Tax exemption limit per month | | |
|--------------------|--|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | ≤ 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Sripathi Hema

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Block "C", Divyasree Technopolis Survey No. 123 & 132/2 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru – 560 037** (the "Employer") as **Associate Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such **Exhibit**. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, my *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence - National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights - all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations - *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works – all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in Exhibit A of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittencs.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittencs.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a Deloitte Entity.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitteindia.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of January 18, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte.

Dear **Sripathi Hema,**

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77
Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3
and 136/1,
Amani Bellandur Khane Village,
Varthur Hobli,
Bengaluru Rural, Karnataka - 560037

Tel: +91 080 6755 5000/ +91 080
6755 4000
www.deloitte.com

11/12/2020

Ms. Shradhashree Nayak
C-712, Koelnagar,
Rourkela-769014,
Odisha

Subject: Offer of Employment

Dear Shradhashree Nayak:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in Bengaluru. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Shradhashree Nayak, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSign by:

Jennifer Miriam Cynthia

BT+FA0K6A4E442C...

Authorized Signatory

Annexure A

Ms. Shradhashree Nayak

Associate Analyst

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1a & 1b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Mcal Card ³ | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd:-...

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| | ^{1a} <i>Communication Expenses</i> | ^{1b} <i>Fuel Expenses</i> |
|----------------------------|--|---|
| Employee in Level - | <i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i> | <i>Petrol / Insurance / Repairs & Maintenance</i> |
| Associate Analyst | | |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

| Nature of Expenses | Own Vehicle – Maximum Tax exemption limit per month | | |
|--------------------|---|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | <= 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Shradhashree Nayak

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Block "C", Divyasree Technopolls Survey No. 123 & 132/2 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru – 560 037** (the "Employer") as **Associate Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on Exhibit B all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on Exhibit B, and Exhibit B has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such Exhibit B. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest, and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information and Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works of a Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement.

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (cRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

I. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittencnt.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittencnt.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the U.S)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information or PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitteindia.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of January 18, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte.

Dear **Shradhashree Nayak**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77
Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3
and 136/1,
Aman Bellandur Khane Village,
Varthur Hobli,
Bengaluru Rural, Karnataka - 560037

Tel: +91 080 6755 5000/ +91 080
6755 4000
www.deloitte.com

11/12/2020

Ms. Sasmita Swain
Rangabeda, Bijigol,
Kanhla, Tatcher, Odisha

Subject: Offer of Employment

Dear Sasmita Swain:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within one year of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Sripathi Hema, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Declassified by:

Janiffer Miriam Cyrothia

0127AC20645447E

Authorized Signatory

Annexure A

Ms. Sasmita Swain

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1a & 1b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Meal Card ³ | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd:-...

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| Employee in Level - | ^{1a} Communication Expenses | ^{1b} Fuel Expenses |
|---------------------|---|--|
| Associate Analyst | Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed. | Petrol / Insurance / Repairs & Maintenance |
| | Rs.3,000/- per month | Rs.7,500/- per month |

² The internet/telephone/mobile bills should be in the Employee's name.

³ For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current prerequisite valuation rules.

| Nature of Expenses | Own Vehicle - Maximum Tax exemption limit per month | | |
|--------------------|---|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | <= 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Sasmita Swain

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Block "C", Divyasree Technopolis Survey No. 123 & 132/2 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru - 560 037** (the "Employer"), as Associate Analyst and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such Confidential Information for any purpose other than for the benefit of a Deloitte Entity.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such **Exhibit**. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS


24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any form, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (PII) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL, or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form – paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property – works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement.

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions; re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in Exhibit A of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information or PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.nct.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitte.net/deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of January 18, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte.

Dear Sasmita Swain,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77
Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3
and 136/1,
Amani Bellandur Khane Village,
Varthur Hobli,
Bengaluru Rural, Karnataka - 560037

Tel: +91 080 6755 5000/ +91 080
6755 4000
www.deloitte.com

11/12/2020

Mr. Shinmaya Kumar Sahoo
Rangabeda, Bijigol, Kaniha,
Talcher, Odisha

Subject: Offer of Employment

Dear Shinmaya Kumar Sahoo:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and Deloitte Consulting India Private Limited employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Shinmaya Kumar Sahoo, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Jennifer Miriam Cynthia

81EFA08A434426

Authorized Signatory

Annexure A

Mr. Shinmaya Kumar Sahoo

Associate Analyst

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1a & 1b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Meal Card ³ | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/....

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| | ^{1a} Communication Expenses | ^{1b} Fuel Expenses |
|----------------------------|--|---|
| Employee in Level - | <i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i> | <i>Petrol / Insurance / Repairs & Maintenance</i> |
| Associate Analyst | | |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

| Nature of Expenses | Own Vehicle –Maximum Tax exemption limit per month | | |
|--------------------|--|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | < 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to Income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Shinmaya Kumar Sahoo

Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by Deloitte Consulting India Private Limited, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at Block "C", Divyasree Technopolis Survey No. 123 & 132/2 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru – 560 037 (the "Employer") as Associate Analyst and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such **Exhibit**. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature _____

Name _____

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works – all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittencni.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittencni.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is 60 Days by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information or PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitteusf.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitte.net/deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte.

Dear **Shinmaya Kumar Sahoo**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77
Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3
and 136/1,
Amani Bellandur Khane Village,
Varthur Hobli,
Bengaluru Rural, Karnataka - 560037

Tel: +91 080 6755 5000/ +91 080
6755 4000
www.deloitte.com

11/12/2020

Mr. Dibya Ranjan Jena
At-Dholpathar, Duburi,
Po-Baragadia, Dist-Jajpur,
Odisha

Subject: Offer of Employment

Dear Dibya Ranjan Jena:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within one year of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Dibya Ranjan Jena, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Resigned by:

Jennifer Miriam Cynthia

11/17/2020 14:46:42

Authorized Signatory

Annexure A

Mr. Dibya Ranjan Jena

Associate Analyst

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1a & 1b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Meal Card ³ | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd-....

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| Employee in Level - | ^{1a} <i>Communication Expenses</i> | ^{1b} <i>Fuel Expenses</i> |
|----------------------------|--|---|
| Associate Analyst | <i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i> | <i>Petrol / Insurance / Repairs & Maintenance</i> |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

| Nature of Expenses | Own Vehicle - Maximum Tax exemption limit per month | | |
|--------------------|---|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | ≤ 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Dihya Ranjan Jena

Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Block "C", Divyasree Technopolis Survey No. 123 & 132/7 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru – 560 037** (the "Employer") as **Associate Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and *Electronic Communications* and use of *Deloitte Property*.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on Exhibit B all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on Exhibit B, and Exhibit B has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such Exhibit B. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on Exhibit D expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on Exhibit D by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensee of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages; Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages; Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works of a Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement.

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Service(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloitteenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloitteenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is 60 Days by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information or PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.net/deloitte.com/About/Policies/AdminPages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitteus.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature _____

Name _____

Deloitte.

Dear **Diby Ranjan Jena**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77 Degree Town Centre, Survey No.123, 132/2, 133/2, 133/3 and 136/1, Amani Bellandur Khane Village, Varthur Hobli, Bengaluru Rural, Karnataka - 560037

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

11/12/2020

Mr. Dibya Ranjan Jena
At-Dhoipathar, Duburi,
Po-Baragadia, Dist-Jajpur,
Odisha

Subject: Offer of Employment

Dear Dibya Ranjan Jena:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,000/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Dibya Ranjan Jena, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Jennifer Miriam Cynthia

81FFA3B6A8E442E

Authorized Signatory

Annexure A

Mr. Dibya Ranjan Jena

Associate Analyst

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1a & 1b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Mcal Card ³ | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus ⁴ | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd:....

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| Employee in Level - | ^{1a} Communication Expenses | ^{1b} Fuel Expenses |
|---------------------|--|---|
| Associate Analyst | <i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i> | <i>Petrol / Insurance / Repairs & Maintenance</i> |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{2a} The internet/telephone/mobile bills should be in the Employee's name.

^{2b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

| Nature of Expenses | Own Vehicle -Maximum Tax exemption limit per month | | |
|--------------------|--|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | <= 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done to tax laws.



Diby Ranjan Jena

Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at Block "C", Divyasree Technopolis Survey No. 123 & 132/2 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru - 560 037 (the "Employer") as Associate Analyst and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, Associate Analyst of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such Confidential Information for any purpose other than for the benefit of a Deloitte Entity.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such **Exhibit**. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*Pii*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement.

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitte.net/deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte.

Dear **Dibya Ranjan Jena**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77 Degree Town Centre, Survey No.123, 132/2, 133/2, 133/3 and 136/1, Amani Bellandur Khane Village, Varthur Hobli, Bengaluru Rural, Karnataka - 560037

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www.deloitte.com

11/12/2020

Mr. Dibyajyoti Pattanayak
Mandasahi, Titinga,
Po-Sabhamul,
Jagatsinghpur

Subject: Offer of Employment

Dear Dibyajyoti Pattanayak:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within one year of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Dihyajyoti Pattanayak, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Jennifer Miriam Gyathia

81C740De649442E...

Authorized Signatory

Annexure A

Mr. Dibyajyoti Pattanayak

Associate Analyst

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1+ & 3b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Meal Card ³ | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Cand:-....

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| Employee in Level - | ^{1a} Communication Expenses | ^{1b} Fuel Expenses |
|--------------------------|--|---|
| Associate Analyst | <i>Only one Post paid mobile, one Land Phone and One Internet connection bill(s) can be claimed.</i> | <i>Petrol / Insurance / Repairs & Maintenance</i> |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{2a} The internet/telephone/mobile bills should be in the Employee's name.

^{2b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

| Nature of Expenses | Own Vehicle - Maximum Tax exemption limit per month | | |
|--------------------|---|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | ≤ 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Dibyajyoti Pattanayak

Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Block "C", Divyasree Technopolis Survey No. 123 & 132/2 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru – 560 037** (the "Employer") as **Associate Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-competitive agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte L.L.P., be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart-phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of January 18, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature

Name

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property *Confidential Information, Systems, equipment, debit and credit cards issued in connection with my Employment, furniture, facilities and any and all other materials owned, licensed or leased by a Deloitte Entity, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.*

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An Authorized Signatory's signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.net/deloitte.com/About/Policies/AdminPages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitteindia.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of January 18, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte.

Dear **Dibyajyoti Pattanayak**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77
Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3
and 136/1,
Amani Bellandur Khane Village,
Varthur Hobli,
Bengaluru Rural, Karnataka - 560037

Tel: +91 080 6755 5000/ +91 080
6755 4000
www.deloitte.com

11/12/2020

Mr. Harekrishna Paul
Sakra, Baharagora,
Dist - East Singhbhum,
Jharkhand - 832101

Subject: Offer of Employment

Dear Harekrishna Paul:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within one year of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in Annexure B, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Harekrishna Paul, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Jennifer Miciam Gyothia

81EFA3D6H4942E...

Authorized Signatory

Annexure A

Mr. Harckrishna Paul

Associate Analyst

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ¹⁺²⁺³ | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Meal Card ² | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd:-...

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| Employee in Level - | ^{1a} <i>Communication Expenses</i> | ^{1b} <i>Fuel Expenses</i> |
|----------------------------|--|---|
| Associate Analyst | <i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i> | <i>Petrol / Insurance / Repairs & Maintenance</i> |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{1a} The internet/telephony/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

| Nature of Expenses | Own Vehicle - Maximum Tax exemption limit per month | | |
|--------------------|---|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | <= 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Harekrishna Paul

Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by Deloitte Consulting India Private Limited, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at Block "C", Divyasree Technopolis Survey No. 123 & 132/2 Yemalur Post, Yemalur, Off Old Airport Road Bengaluru – 560 037 (the "Employer") as Associate Analyst and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entry* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of January 18, 2021, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature _____

Name _____

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations; and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*; (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*; and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works – all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittecnr.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitteindia.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of January 18, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte

Dear **Rakesh Prajapati**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training; only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Building No.5, Tower 1, Block C1, 77
Degree Town Centre,
Survey No.123, 132/2, 133/2, 133/3
and 136/1,
Aman Bellandur Khan Village,
Varthur Hobli,
Bengaluru Rural, Karnataka – 560037

Tel: +91 080 6755 5000/ +91 080
6755 4000
www.deloitte.com

11/12/2020

Mr. Rakesh Prajapati
Banta, Silli, Ranchi,
Jharkhand - 835102

Subject: Offer of Employment

Dear Rakesh Prajapati:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Bengaluru**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from **0-10%** of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Rakesh Prajapati, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Jennifer Miriam Cynthia

7 F2A3D6A6442E

Authorized Signatory

Annexure A

Mr. Rakesh Prajapati

Associate Analyst

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1a & 1b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Meal Card ³ | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF ⁴ | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus ⁵ | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,370 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd:....

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| | ^{1a} Communication Expenses | ^{1b} Fuel Expenses |
|----------------------------|--|---|
| Employee in Level - | <i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i> | <i>Petrol / Insurance / Repairs & Maintenance</i> |
| Associate Analyst | | |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

| Nature of Expenses | Own Vehicle –Maximum Tax exemption limit per month | | |
|--------------------|--|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | <= 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf in the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.



Rakesh Prajapati

Bengaluru

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Block "C", Divyasree Technopolis Survey No. 123 & 132/2 Yemlur Post, Yemlur, Off Old Airport Road Bengaluru – 560 037** (the "Employer") as **Associate Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in Exhibit A hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on Exhibit B all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in Exhibit C to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any *Confidential Information* or *Intellectual Property* of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such *Confidential Information* or *Intellectual Property* without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property of the Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such **Exhibit D**. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature _____

Name _____

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form – paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property – works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement.

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations - any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings - past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems - the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

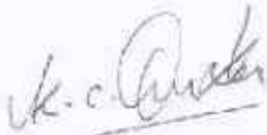
Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations or Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **60 Days** by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitte.net.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte.

Dear **Rakesh Prajapati**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel **Overseas** to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department



Deloitte Consulting India Private Limited

Opposite to Meenakshi Tech park,
4th Floor, Survey No 41, Gachibowli
village,
Ranga Reddy, Hyderabad,
Telangana - 500032

Tel: +91 040 67621000
www.deloitte.com

11/12/2020

Mr. Amit Kumar Panda
Sector-3/79A, Niladri Vihar
Chandrasekhara Pur,
Bhubaneswar - 751021

Subject: Offer of Employment

Dear Amit Kumar Panda:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst** based in **Hyderabad**. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **January 18, 2021**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs.3,25,008/-** and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs.25,000/-** subject to your reporting for full-time employment on **January 18, 2021**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **one year** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from

time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") require their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in Annexure B. Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **January 18, 2021**, or an alternative mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Amit Kumar Panda, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

DocuSigned by:

Jennifer Miriam Cynthia

97FA06A85412E...

Authorized Signatory

Annexure A

Mr. Amit Kumar Panda

Associate Analyst

| Description | Monthly (Rs. per month) | Annual (Rs. per Annum) |
|--|---|---------------------------|
| Basic Pay | 9,500 | 1,14,000 |
| House Rent Allowance (HRA) | 4,750 | 57,000 |
| Special Allowance ^{1a & 1b} | 4,805 | 57,660 |
| Leave Travel Allowance ² | 950 | 11,400 |
| Meal Card ² | 2,200 | 26,400 |
| Differential Allowance(L) | 3,079 | 36,948 |
| Employer's contribution to PF | 1,800 | 21,600 |
| Total Salary (in Rs.) | 27,084 | 3,25,008 |
| Variable Bonus* | You will be eligible for a performance linked variable bonus. If applicable, it will be paid out on the 31st of August on the basis of your performance and performance of the business | |
| Medical Insurance Premium ⁴ | 1,870 | 22,440 |

* The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd:-...

Annexure A

¹ All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

| | ^{1a} Communication Expenses | ^{1b} Fuel Expenses |
|----------------------------|--|---|
| Employee in Level - | <i>Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.</i> | <i>Petrol / Insurance / Repairs & Maintenance</i> |
| Associate Analyst | | |
| | Rs.3,000/- per month | Rs.7,500/- per month |

^{1a} The internet/telephone/mobile bills should be in the Employee's name.

^{1b} For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current requisite valuation rules.

| Nature of Expenses | Own Vehicle: Maximum Tax exemption limit per month | | |
|--------------------|--|-----------|----------------|
| | 4 Wheelers (Engine Capacity) | | Two Wheelers |
| | <= 1600 cc | > 1600 cc | |
| Fuel & Maintenance | Rs. 1,800 | Rs. 2,400 | Rs. 900 |
| Driver's Salary | Rs. 900 | Rs. 900 | Not applicable |

All employees at and above Senior Staff are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

² The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

³ Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

⁴ Annual Floating Medical Insurance Coverage for self and 6 dependents is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

Deloitte.

Amit Kumar Panda

Hyderabad

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower I, Survey No. 41, Gachibowli Village, Ranga Reddy District, Hyderabad – 500 032** (the "Employer") as **Associate Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
2. **Pre-existing Agreements or Arrangements.** I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such *Pre-existing Agreements or Arrangements* and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. **Reporting of Proceedings.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized*

Signatory, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
6. **Authorization.** Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
8. **Authorization to Access Systems and Electronic Communications and use of Deloitte Property.** I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my

possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security.** I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. **Ownership of Works.**

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the

period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
13. **Exceptions to Post-Employment Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities*

remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. **Restriction re: Personnel and Contractors.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
16. **Post-Employment Restrictions re: Deloitte Property.** Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

OTHER POST-EMPLOYMENT OBLIGATIONS

17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licensor of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
18. **Notification of Post-Employment Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte*

Entity is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order or decree or government ruling or regulation.

MISCELLANEOUS

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.
25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to

the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

For Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Effective as of **January 18, 2021**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Signature _____

Name _____

EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the “Deloitte U.S. Firms”), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu Verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited (“DTTL”) or any member firm of DTTL or affiliate thereof (collectively, the “DTTL Member Firms”) or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term “control” (including the terms “controlled by” and “under common control with”) means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information*, *Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form – paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property – works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement,

including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United States Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

In Process

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED



OMKAR CHANDRAMOULI KONCHUR
Talent

Authorized Signatory

Date

An *Authorized Signatory's* signature is required only if *Pre-existing Creations* or *Pre-existing Agreements or Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that *Pre-existing Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the *Intellectual Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the *Pre-existing Agreements or Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements or Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

EXHIBIT C

Proceedings

[none, unless otherwise specified]

In Process

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

Signature

Name

Date

EXHIBIT D

Exceptions to Post-Employment Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

Deloitte Consulting India Private Limited



OMKAR CHANDRAMOULI KONCHUR
Talent

I have read and understood the above policy terms.

Signature

Name

Date

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

Terms and Conditions of Service

In continuation to our offer of employment with Deloitte Consulting India Private Limited (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in Exhibit A of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining *Deloitte U.S. India*.

4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years.* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is 60 Days by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

* This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte India (Offices of the US)'s mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorized person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloitte.net/deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel.
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors.
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.

- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <https://deloitteindia.deloitte.com/Pages/Home.aspx> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of January 18, 2021, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

Signature

Name

Deloitte.

Dear **Amit Kumar Panda**,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst** pursuant to the terms and conditions of your offer letter dated **January 18, 2021**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

Human Resources Department

HRD/21/1000513675/20-21

November 6, 2020

Ms. Srishti Raj
Qr220,Streer01,
Sec 09
Bokaro steel city-827009
India

Ph: +91-7488103385

Dear Srishti,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2020.11.06 13:03:50 IST
Reason: Digitally Signed
Location: Bangalore

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

HRD/1000513675/20-21

November 6, 2020

Ms. Srishti Raj
Qr220, Street01,
Sec 09
Bokaro steel city-827009
India

Ph: +91-7488103385

Dear Srishti,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **17-Nov-2020**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

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

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

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR 18,581 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR 461 per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 6,200,000 of which INR 3,200,000 is covered towards natural death, and INR 3,000,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 200. The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.
The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.
As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2020.11.06 13:03:50 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS
(All figures in INR per month)

| | |
|-------------------------|--------------------------------|
| NAME | Ms. Srishti Raj |
| ROLE | Operations Executive |
| ROLE DESIGNATION | Operations Executive - Trainee |

1. MONTHLY COMPONENTS

| | |
|---|---------------|
| BASIC SALARY | 13,582 |
| BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis) | 2,580 |
| MONTHLY GROSS SALARY | 16,162 |

2. ANNUAL COMPONENT

| | |
|---|-----|
| BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis) | 136 |
|---|-----|

3. RETIRAL BENEFITS

| | |
|---|---------------|
| PROVIDENT FUND - 12% of Basic Salary | 1,630 |
| GRATUITY - 4.81% of Basic Salary* | 653 |
| FIXED GROSS SALARY (1+2+3) | 18,581 |
| TOTAL GROSS SALARY | 18,581 |

OTHER BENEFITS

| Scheme | Eligible Amount In INR | Interest | Monthly Instalments | Margin Money (To be borne by the employee) |
|--|------------------------|----------|---------------------|---|
| SALARY LOAN (subject to submission of Trainee Agreement) | 12000 | Nil | 12 | Nil |

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

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

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.



Antim Akash Mishra

Subject: Letter of Appointment

Dear Antim Akash Mishra,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be Recruitment Trainee in our **Ahmedabad office**.

1. Your date of joining will be **27 October 2020**.
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lac Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure I** of this offer letter.

Please refer to Annexure '1' for Salary break-up details.

- We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions that will be assigned or communicated to you, from time to time by the company.
- All information, communication and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of organization, with special reference to the Company's finances, sales, profits and other proprietary and confidential information acquired by you during your employment.

1. CONFIRMATION:

- a. You will be on probation for a period of six months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.

2. INCREMENTS AND PROMOTIONS:

- a. Your increments and promotions in the company will be given based on your performance and merit and at the sole discretion of the management.



3. LEAVE:

- a. You will be eligible for leaves as per leave policy of the company with prior intimation to your reporting authority.
- b. Absence for a continuous period of three days without prior approval of the Manager (including overstay of leave) would be treated as absconded and will be deemed to have ceased your duties with the company and company will not be liable to provide you any kind of dues and documents for your course of employment, unless the Management decides so and communicates in writing to the contrary.

4. PROFESSIONAL COMMITMENT:

- a. You will be governed by the rules, regulations and other policies of the Company as may be applicable, enforced, amended or altered from time to time by the company during your employment.

5. SEPARATION:

- a. Your employment/ services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with a notice of 15 days or by paying proportionate salary in lieu of any short notice only if you are a confirmed Permanent employee of the organization. This in no way limits the Company's right to terminate your employment without notice in the event of serious misconduct which include, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.
- b. The Company reserves the right to terminate your services without giving any reasons during probation, not giving any kind of compensation or Notice as mentioned in point 5a.
- c. If you wish to terminate your employment with the Company, you shall be required to serve minimum of 15 days' notice or pay proportionate salary in lieu of any short notice to the Company. The Company may however, in its sole discretion, waive off the notice period, if not performed to the satisfaction level of the organization or any misconduct during the notice period, without assuming any liability to compensate you in respect of the period so waived
- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, If resigns or is terminated due to Non-Performance or any other indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transition settlement.

- g. Employee Full and Final and relieving document will be given after completion of 45 days, from the last working day in the company.

6. RETENTION BONUS:

- a. The Employee is entitled to receive the retention bonus as per the employment contract and 3 years of continued services. If employee/company terminates the employment for any reasons before 3 years, employee doesn't have any right to claim for retention bonus amount.

7. PERSONAL INFORMATION:

- a. This appointment is further subjected to verification of the particulars given by you in your application form. In case any particulars mentioned by you in the application form are found to be false or incorrect or any material facts found to be suppressed, this contract of employment will become null and void and you will/ shall be terminated without any notice or wages.

8. SERVICE OF NOTICE:

- a. For any service or notice or communication of whatever kind, you will be informed by ordinary post at the address given by you at the time of employment or such other address which you may herein intimate to the management. The management may send an e-mail on the same to your personal e-mail ID as furnished at the time of joining the company. It will be your duty and responsibility to intimate promptly in writing to the management whenever there is any change in your contact / address, whatever, if any.

9. TERMS OF EMPLOYEMENT:

- a. The employee shall be liable for immediate termination of employment, both during probation or thereafter, without notice or payment of salary in lieu thereof if:
- i. The employee has been found discussing about/ disclosure of salary with/ to others.
 - ii. The employee has committed any breach of trust or negligence of duties and responsibilities of employment.
 - iii. The employee is found guilty of any gross default or misconduct which contravenes the express or implied conditions of employment.
 - iv. The employee has been alleged and proven guilty of sexual harassment.
 - v. The employee submits false information about his/her past employment, remuneration and educational qualification etc.
 - vi. Non-performance of work.

- b. The employee shall not accept any position of profit or non-profit in any public bodies or otherwise without prior consent of the company in writing.
- c. The employee, after separation from the company, can not approach the other employees of the company for working elsewhere for a period of 2 years. If found so the company shall take legal disciplinary actions as deemed fit.
- d. The employee shall be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leaves, dress code and holidays on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
- e. The employee shall neither indulge nor give out to any unauthorised person during the period of service or even afterwards, by word of mouth or otherwise, particulars or details of technical know-how, security arrangements, administrative and/or organisation matters of confidential nature which has come to his/her knowledge by virtue of this employment.
- f. The employee shall keep confidential all the information and material provided to him/her by the company or by the clients. The employee shall not release or disclose any such information except with the prior written information of the company. The obligations to keep such information confidential shall remain even on termination or cancellation of this employment.
- g. The employee shall be responsible for the safe keeping and the return in good condition and order of all the properties of the company which may be in use, custody care or charge. For the loss of any property of the company in possession of the employee, the company will have a right to access on its own basis and recover the damages of all such materials from the employee.
- h. Integrated Resources is in business of providing services to international clients. It is essential for all staff to project the professional image of the company to all the concerned. The staff members will interact with the number of senior executives from abroad as also within the country.
- i. In order to provide high quality customer service, the employee may be trained by the company in some specific areas. The employee shall be liable to sign surety bonds and other documents protecting the interest of the company, which will be provided in due course.
- j. The employee is liable to be transferred anywhere in India and abroad.
- k. The employee is liable to work on shift/staggered duties from time to time depending on the business needs of the company.
- l. The employee shall devote full time to the work and shall not undertake any direct/indirect business/work assignments etc. even on part-time basis whether for any consideration or not save with the prior written permission from the company.
- m. The employee is liable to communicate the change in temporary or permanent address, contact, phone number within three days to HR department.



10. DISPUTE RESOLUTION:

- a. For any dispute between the parties shall be settled amicably by the Parties and failing which either party shall entitle to refer the dispute in the appropriate court of law. The jurisdiction shall be courts at Gurgaon, Haryana.

We sincerely hope you will find your career in Integrated Resources very challenging in terms of technology, personal development and appropriate compensation. We look forward to a long-term association and creating an environment which will provide you a sense of well-being throughout.

Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd.

Azaz Maru
Manager - Human Resources

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter:

Antim Akash Mishra



**ANNEXURE I
SALARY BREAKUP**

| Fixed Salary - A | | | |
|-------------------------------------|----------------|----------------------|---------------------|
| Component | Component Type | Monthly Entitlements | Yearly Entitlements |
| Basic | Fixed | 15100.00 | 181200.00 |
| HRA | Fixed | 2900.00 | 34800.00 |
| Total Fixed Salary - A | | 18000.00 | 216000.00 |
| Additional Benefit(s) - B | | | |
| Component | Component Type | Monthly Entitlements | Yearly Entitlements |
| Retention_Bonus | Variable | 4167.00 | 50004.00 |
| Performance Enable Pay | Variable | 2500.00 | 30000.00 |
| Medical Insurance | Variable | 400.00 | 4800.00 |
| Total Additional Benefit - B | | 7067.00 | 84804.00 |
| Gross CTC [(A + B)] | | 18000.00 | 216000.00 |
| Gross Yearly CTC [(A + B) * 12] | | 25067.00 | 300804.00 |

1. All Payments would be as per company's rules and regulations.
2. Retention Bonus will be paid once employee complete 03 years with the company.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.
4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)

Avnish Singh

Subject: Letter of Appointment

Dear Avnish Singh,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be **Recruitment Trainee in our Ahmedabad office.**

1. Your date of joining will be **27 October 2020.**
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lac Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure I** of this offer letter.

Please refer to Annexure 'I' for Salary break-up details.

- We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions that will be assigned or communicated to you, from time to time by the company.
- All information, communication and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of organization, with special reference to the Company's finances, sales, profits and other proprietary and confidential information acquired by you during your employment.

1. CONFIRMATION:

- a. You will be on probation for a period of six months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.

2. INCREMENTS AND PROMOTIONS:

- a. Your increments and promotions in the company will be given based on your performance and merit and at the sole discretion of the management.

3. LEAVE:

- a. You will be eligible for leaves as per leave policy of the company with prior intimation to your reporting authority.
- b. Absence for a continuous period of three days without prior approval of the Manager (including overstay of leave) would be treated as absconded and will be deemed to have ceased your duties with the company and company will not be liable to provide you any kind of dues and documents for your course of employment, unless the Management decides so and communicates in writing to the contrary.

4. PROFESSIONAL COMMITMENT:

- a. You will be governed by the rules, regulations and other policies of the Company as may be applicable, enforced, amended or altered from time to time by the company during your employment.

5. SEPARATION:

- a. Your employment/ services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with a notice of 15 days or by paying proportionate salary in lieu of any short notice only if you are a confirmed Permanent employee of the organization. This in no way limits the Company's right to terminate your employment without notice in the event of serious misconduct which include, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.
- b. The Company reserves the right to terminate your services without giving any reasons during probation, not giving any kind of compensation or Notice as mentioned in point 5a.
- c. If you wish to terminate your employment with the Company, you shall be required to serve minimum of 15 days' notice or pay proportionate salary in lieu of any short notice to the Company. The Company may however, in its sole discretion, waive off the notice period, if not performed to the satisfaction level of the organization or any misconduct during the notice period, without assuming any liability to compensate you in respect of the period so waived.
- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, if resigns or is terminated due to Non-Performance or any other indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transition/ settlement.



- g. Employee Full and Final and relieving document will be given after completion of 45 days, from the last working day in the company.

6. RETENTION BONUS:

- a. The Employee is entitled to receive the retention bonus as per the employment contract and 3 years of continued services. If employee/company terminates the employment for any reasons before 3 years, employee doesn't have any right to claim for retention bonus amount.

7. PERSONAL INFORMATION:

- a. This appointment is further subjected to verification of the particulars given by you in your application form. In case any particulars mentioned by you in the application form are found to be false or incorrect or any material facts found to be suppressed, this contract of employment will become null and void and you will/ shall be terminated without any notice or wages.

8. SERVICE OF NOTICE:

- a. For any service or notice or communication of whatever kind, you will be informed by ordinary post at the address given by you at the time of employment or such other address which you may herein intimate to the management. The management may send an e-mail on the same to your personal e-mail ID as furnished at the time of joining the company. It will be your duty and responsibility to intimate promptly in writing to the management whenever there is any change in your contact / address, whatever, if any.

9. TERMS OF EMPLOYEMENT:

- a. The employee shall be liable for immediate termination of employment, both during probation or thereafter, without notice or payment of salary in lieu thereof if:
- i. The employee has been found discussing about/ disclosure of salary with/ to others.
 - ii. The employee has committed any breach of trust or negligence of duties and responsibilities of employment.
 - iii. The employee is found guilty of any gross default or misconduct which contravenes the express or implied conditions of employment.
 - iv. The employee has been alleged and proven guilty of sexual harassment.
 - v. The employee submits false information about his/her past employment, remuneration and educational qualification etc.
 - vi. Non-performance of work,



- b. The employee shall not accept any position of profit or non-profit in any public bodies or otherwise without prior consent of the company in writing.
- c. The employee, after separation from the company, can not approach the other employees of the company for working elsewhere for a period of 2 years. If found so the company shall take legal disciplinary actions as deemed fit.
- d. The employee shall be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leaves, dress code and holidays on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
- e. The employee shall neither indulge nor give out to any unauthorised person during the period of service or even afterwards, by word of mouth or otherwise, particulars or details of technical know-how, security arrangements, administrative and/or organisation matters of confidential nature which has come to his/her knowledge by virtue of this employment.
- f. The employee shall keep confidential all the information and material provided to him/her by the company or by the clients. The employee shall not release or disclose any such information except with the prior written information of the company. The obligations to keep such information confidential shall remain even on termination or cancellation of this employment.
- g. The employee shall be responsible for the safe keeping and the return in good condition and order of all the properties of the company which may be in use, custody care or charge. For the loss of any property of the company in possession of the employee, the company will have a right to access on its own basis and recover the damages of all such materials from the employee.
- h. Integrated Resources is in business of providing services to international clients. It is essential for all staff to project the professional image of the company to all the concerned. The staff members will interact with the number of senior executives from abroad as also within the country.
- i. In order to provide high quality customer service, the employee may be trained by the company in some specific areas. The employee shall be liable to sign surety bonds and other documents protecting the interest of the company, which will be provided in due course.
- j. The employee is liable to be transferred anywhere in India and abroad.
- k. The employee is liable to work on shift/staggered duties from time to time depending on the business needs of the company.
- l. The employee shall devote full time to the work and shall not undertake any direct/indirect business/work assignments etc. even on part-time basis whether for any consideration or not save with the prior written permission from the company.
- m. The employee is liable to communicate the change in temporary or permanent address, contact, phone number within three days to IIR department.



10. DISPUTE RESOLUTION:

- a. For any dispute between the parties shall be settled amicably by the Parties and failing which either party shall entitle to refer the dispute in the appropriate court of law. The jurisdiction shall be courts at Gurgaon, Haryana.

We sincerely hope you will find your career in Integrated Resources very challenging in terms of technology, personal development and appropriate compensation. We look forward to a long-term association and creating an environment which will provide you a sense of well-being throughout.

Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd,

Azaz Maru
Manager - Human Resources

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter.

Avnish Singh



**ANNEXURE 1
SALARY BREAKUP**

| Fixed Salary - A | | | | |
|-------------------------------------|----------------|----------------------|---------------------|--|
| Component | Component Type | Monthly Entitlements | Yearly Entitlements | |
| Basic | Fixed | 15100.00 | 181200.00 | |
| HRA | Fixed | 2900.00 | 34800.00 | |
| Total Fixed Salary - A | | 18000.00 | 216000.00 | |
| Additional Benefit(s) - B | | | | |
| Component | Component Type | Monthly Entitlements | Yearly Entitlements | |
| Retention Bonus | Variable | 4167.00 | 50004.00 | |
| Performance Enable Pay | Variable | 2500.00 | 30000.00 | |
| Medical Insurance | Variable | 400.00 | 4800.00 | |
| Total Additional Benefit - B | | 7067.00 | 84804.00 | |
| Gross CTC [(A)] | | 18000.00 | 216000.00 | |
| Gross Yearly CTC [(A+B) * 12] | | 25067.00 | 300804.00 | |

1. All Payments would be as per company's rules and regulations.
2. Retention Bonus will be paid once employee complete 03 years with the company.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.
4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)



Pooja Behera

Subject: Letter of Appointment

Dear Pooja Behera,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be Recruitment Truince in our **Ahmedabad office**.

1. Your date of joining will be **27 October 2020**.
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lacs Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure 1** of this offer letter.

Please refer to Annexure '1' for Salary break-up details.

- We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions that will be assigned or communicated to you, from time to time by the company.
- All information, communication and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of organization, with special reference to the Company's finances, sales, profits and other proprietary and confidential information acquired by you during your employment.

1. CONFIRMATION:

- a. You will be on probation for a period of six months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.

2. INCREMENTS AND PROMOTIONS:

- a. Your increments and promotions in the company will be given based on your performance and merit and at the sole discretion of the management.



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- b. The Company reserves the right to terminate your services without giving any reasons during probation, not giving any kind of compensation or Notice as mentioned in point 5a.
- c. If you wish to terminate your employment with the Company, you shall be required to serve minimum of 15 days' notice or pay proportionate salary in lieu of any short notice to the Company. The Company may however, in its sole discretion, waive off the notice period, if not performed to the satisfaction level of the organization or any misconduct during the notice period, without assuming any liability to compensate you in respect of the period so waived.
- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, if resigns or is terminated due to Non-Performance or any other indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transition/settlement.

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- a. This appointment is further subjected to verification of the particulars given by you in your application form. In case any particulars mentioned by you in the application form are found to be false or incorrect or any material facts found to be suppressed, this contract of employment will become null and void and you will/ shall be terminated without any notice or wages.

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 - iii. The employee is found guilty of any gross default or misconduct which contravenes the express or implied conditions of employment.
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 - v. The employee submits false information about his/her past employment, remuneration and educational qualification etc.
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- d. The employee shall be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leaves, dress code and holidays on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
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- h. Integrated Resources is in business of providing services to international clients. It is essential for all staff to project the professional image of the company to all the concerned. The staff members will interact with the number of senior executives from abroad as also within the country.
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- l. The employee shall devote full time to the work and shall not undertake any direct/indirect business/work assignments etc. even on part-time basis whether for any consideration or not save with the prior written permission from the company.
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- ii. For any dispute between the parties shall be settled amicably by the Parties and failing which either party shall entitle to refer the dispute in the appropriate court of law. The jurisdiction shall be courts at Gurgaon, Haryana.

We sincerely hope you will find your career in Integrated Resources very challenging in terms of technology, personal development and appropriate compensation. We look forward to a long-term association and creating an environment which will provide you a sense of well-being throughout.

Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd.



Azaz Maru
Manager - Human Resources

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter.

Pooja Behera



**ANNEXURE 1
SALARY BREAKUP**

| Fixed Salary - A | | | | |
|---------------------------------------|----------------|--|----------------------|---------------------|
| Component | Component Type | | Monthly Entitlements | Yearly Entitlements |
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4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)



Priya Mahato

Subject: Letter of Appointment

Dear Priya Mahato,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be Recruitment Trainee **in our Ahmedabad office.**

1. Your date of joining will be **27 October 2020.**
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lac Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure I** of this offer letter.

Please refer to Annexure 'I' for Salary break-up details.

- We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instructions that will be assigned or communicated to you, from time to time by the company.
- All information, communication and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of organization, with special reference to the Company's finances, sales, profits and other proprietary and confidential information acquired by you during your employment.

1. CONFIRMATION:

- a. You will be on probation for a period of six months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.

2. INCREMENTS AND PROMOTIONS:

- ii. Your increments and promotions in the company will be given based on your performance and merit and at the sole discretion of the management.



3. LEAVE:

- a. You will be eligible for leaves as per leave policy of the company with prior intimation to your reporting authority.
- b. Absence for a continuous period of three days without prior approval of the Manager (including overstay of leave) would be treated as absconded and will be deemed to have ceased your duties with the company and company will not be liable to provide you any kind of dues and documents for your course of employment, unless the Management decides so and communicates in writing to the contrary.

4. PROFESSIONAL COMMITMENT:

- a. You will be governed by the rules, regulations and other policies of the Company as may be applicable, enforced, amended or altered from time to time by the company during your employment.

5. SEPARATION:

- a. Your employment/ services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with a notice of 15 days or by paying proportionate salary in lieu of any short notice only if you are a confirmed Permanent employee of the organization. This in no way limits the Company's right to terminate your employment without notice in the event of serious misconduct which include, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.
- b. The Company reserves the right to terminate your services without giving any reasons during probation, not giving any kind of compensation or Notice as mentioned in point 5a.
- c. If you wish to terminate your employment with the Company, you shall be required to serve minimum of 15 days' notice or pay proportionate salary in lieu of any short notice to the Company. The Company may however, in its sole discretion, waive off the notice period, if not performed to the satisfaction level of the organization or any misconduct during the notice period, without assuming any liability to compensate you in respect of the period so waived.
- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, if resigns or is terminated due to Non-Performance or any other indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transilion/ settlement.



- g. Employee Full and Final and relieving document will be given after completion of 45 days, from the last working day in the company.

6. RETENTION BONUS:

- a. The Employee is entitled to receive the retention bonus as per the employment contract and 3 years of continued services. If employee/company terminates the employment for any reasons before 3 years, employee doesn't have any right to claim for retention bonus amount.

7. PERSONAL INFORMATION:

- a. This appointment is further subjected to verification of the particulars given by you in your application form. In case any particulars mentioned by you in the application form are found to be false or incorrect or any material facts found to be suppressed, this contract of employment will become null and void and you will shall be terminated without any notice or wages.

8. SERVICE OF NOTICE:

- a. For any service or notice or communication of whatever kind, you will be informed by ordinary post at the address given by you at the time of employment or such other address which you may herein intimate to the management. The management may send an e-mail on the same to your personal e-mail ID as furnished at the time of joining the company. It will be your duty and responsibility to intimate promptly in writing to the management whenever there is any change in your contact / address, whatever, if any.

9. TERMS OF EMPLOYEMENT:

- a. The employee shall be liable for immediate termination of employment, both during probation or thereafter, without notice or payment of salary in lieu thereof if:
- i. The employee has been found discussing about/ disclosure of salary with/ to others.
 - ii. The employee has committed any breach of trust or negligence of duties and responsibilities of employment.
 - iii. The employee is found guilty of any gross default or misconduct which contravenes the express or implied conditions of employment.
 - iv. The employee has been alleged and proven guilty of sexual harassment.
 - v. The employee submits false information about his/her past employment, remuneration and educational qualification etc.
 - vi. Non-performance of work.



- b. The employee shall not accept any position of profit or non-profit in any public bodies or otherwise without prior consent of the company in writing.
- c. The employee, after separation from the company, can not approach the other employees of the company for working elsewhere for a period of 2 years. If found so the company shall take legal disciplinary actions as deemed fit.
- d. The employee shall be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leaves, dress code and holidays on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
- e. The employee shall neither indulge nor give out to any unauthorised person during the period of service or even afterwards, by word of mouth or otherwise, particulars or details of technical know-how, security arrangements, administrative and/or organisation matters of confidential nature which has come to his/her knowledge by virtue of this employment.
- f. The employee shall keep confidential all the information and material provided to him/her by the company or by the clients. The employee shall not release or disclose any such information except with the prior written information of the company. The obligations to keep such information confidential shall remain even on termination or cancellation of this employment.
- g. The employee shall be responsible for the safe keeping and the return in good condition and order of all the properties of the company which may be in use, custody care or charge. For the loss of any property of the company in possession of the employee, the company will have a right to access on its own basis and recover the damages of all such materials from the employee.
- h. Integrated Resources is in business of providing services to international clients. It is essential for all staff to project the professional image of the company to all the concerned. The staff members will interact with the number of senior executives from abroad as also within the country.
- i. In order to provide high quality customer service, the employee may be trained by the company in some specific areas. The employee shall be liable to sign surety bonds and other documents protecting the interest of the company, which will be provided in due course.
- j. The employee is liable to be transferred anywhere in India and abroad.
- k. The employee is liable to work on shift/staggered duties from time to time depending on the business needs of the company.
- l. The employee shall devote full time to the work and shall not undertake any direct/indirect business/work assignments etc. even on part-time basis whether for any consideration or not save with the prior written permission from the company.
- m. The employee is liable to communicate the change in temporary or permanent address, contact, phone number within three days to HR department.



10. DISPUTE RESOLUTION:

- a. For any dispute between the parties shall be settled amicably by the Parties and failing which either party shall entitle to refer the dispute in the appropriate court of law. The jurisdiction shall be courts at Gurgaon, Haryana.

We sincerely hope you will find your career in Integrated Resources very challenging in terms of technology, personal development and appropriate compensation. We look forward to a long-term association and creating an environment which will provide you a sense of well-being throughout.

Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd.

Azaz Maru
Manager - Human Resources

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter.

Priya Mahato



**ANNEXURE 1
SALARY BREAKUP**

| Fixed Salary - A | | | | |
|-------------------------------------|----------------|--|----------------------|---------------------|
| Component | Component Type | | Monthly Entitlements | Yearly Entitlements |
| Basic | Fixed | | 15100.00 | 181200.00 |
| HRA | Fixed | | 2900.00 | 34800.00 |
| Total Fixed Salary - A | | | 18000.00 | 216000.00 |
| Additional Benefit(s) - B | | | | |
| Component | Component Type | | Monthly Entitlements | Yearly Entitlements |
| Retention Bonus | Variable | | 4167.00 | 50004.00 |
| Performance Enable Pay | Variable | | 2500.00 | 30000.00 |
| Medical Insurance | Variable | | 400.00 | 4800.00 |
| Total Additional Benefit - B | | | 7067.00 | 84804.00 |
| Gross CTC $[(A)]$ | | | 18000.00 | 216000.00 |
| Gross Yearly CTC $[(A + B) * 12]$ | | | 25067.00 | 300804.00 |

1. All Payments would be as per company's rules and regulations.
2. Retention Bonus will be paid once employee complete 03 years with the company.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.
4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)



Sayantn Sarkar

Subject: Letter of Appointment

Dear Sayantan Sarkar,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be Recruitment Trainee **in our Ahmedabad office.**

1. Your date of joining will be **27 October 2020.**
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lac Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure I** of this offer letter.

Please refer to Annexure 'I' for Salary break-up details.

- We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instructions that will be assigned or communicated to you, from time to time by the company.
- All information, communication and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of organization, with special reference to the Company's finances, sales, profits and other proprietary and confidential information acquired by you during your employment.

1. CONFIRMATION:

- a. You will be on probation for a period of six months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.

2. INCREMENTS AND PROMOTIONS:

- a. Your increments and promotions in the company will be given based on your performance and merit and at the sole discretion of the management.

3. LEAVE:

- a. You will be eligible for leaves as per leave policy of the company with prior intimation to your reporting authority.
- b. Absence for a continuous period of three days without prior approval of the Manager (including overstay of leave) would be treated as absconded and will be deemed to have ceased your duties with the company and company will not be liable to provide you any kind of dues and documents for your course of employment, unless the Management decides so and communicates in writing to the contrary.

4. PROFESSIONAL COMMITMENT:

- a. You will be governed by the rules, regulations and other policies of the Company as may be applicable, enforced, amended or altered from time to time by the company during your employment.

5. SEPARATION:

- a. Your employment/ services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with a notice of 15 days or by paying proportionate salary in lieu of any short notice only if you are a confirmed Permanent employee of the organization. This in no way limits the Company's right to terminate your employment without notice in the event of serious misconduct which include, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.
- b. The Company reserves the right to terminate your services without giving any reasons during probation, not giving any kind of compensation or Notice as mentioned in point 5a.
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- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, if resigns or is terminated due to Non-Performance or any other indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transition/ settlement.



- g. Employee Full and Final and relieving document will be given after completion of 45 days, from the last working day in the company.

6. RETENTION BONUS:

- a. The Employee is entitled to receive the retention bonus as per the employment contract and 3 years of continued services. If employee/company terminates the employment for any reasons before 3 years, employee doesn't have any right to claim for retention bonus amount.

7. PERSONAL INFORMATION:

- a. This appointment is further subjected to verification of the particulars given by you in your application form. In case any particulars mentioned by you in the application form are found to be false or incorrect or any material facts found to be suppressed, this contract of employment will become null and void and you will/ shall be terminated without any notice or wages.

8. SERVICE OF NOTICE:

- a. For any service or notice or communication of whatever kind, you will be informed by ordinary post at the address given by you at the time of employment or such other address which you may herein intimate to the management. The management may send an e-mail on the same to your personal e-mail ID as furnished at the time of joining the company. It will be your duty and responsibility to intimate promptly in writing to the management whenever there is any change in your contact / address, whatever, if any.

9. TERMS OF EMPLOYEMENT:

- a. The employee shall be liable for immediate termination of employment, both during probation or thereafter, without notice or payment of salary in lieu thereof if:
- i. The employee has been found discussing about/ disclosure of salary with/ to others.
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 - iii. The employee is found guilty of any gross default or misconduct which contravenes the express or implied conditions of employment.
 - iv. The employee has been alleged and proven guilty of sexual harassment.
 - v. The employee submits false information about his/her past employment, remuneration and educational qualification etc.
 - vi. Non-performance of work.



- b. The employee shall not accept any position of profit or non-profit in any public bodies or otherwise without prior consent of the company in writing.
- c. The employee, after separation from the company, can not approach the other employees of the company for working elsewhere for a period of 2 years, If found so the company shall take legal disciplinary actions as deemed fit.
- d. The employee shall be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leaves, dress code and holidays on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
- e. The employee shall neither indulge nor give out to any unauthorised person during the period of service or even afterwards, by word of mouth or otherwise, particulars or details of technical know-how, security arrangements, administrative and/or organisation matters of confidential nature which has come to his/her knowledge by virtue of this employment.
- f. The employee shall keep confidential all the information and material provided to him/her by the company or by the clients. The employee shall not release or disclose any such information except with the prior written information of the company. The obligations to keep such information confidential shall remain even on termination or cancellation of this employment.
- g. The employee shall be responsible for the safe keeping and the return in good condition and order of all the properties of the company which may be in use, custody care or charge. For the loss of any property of the company in possession of the employee, the company will have a right to access on its own basis and recover the damages of all such materials from the employee.
- h. Integrated Resources is in business of providing services to international clients. It is essential for all staff to project the professional image of the company to all the concerned. The staff members will interact with the number of senior executives from abroad as also within the country.
- i. In order to provide high quality customer service, the employee may be trained by the company in some specific areas. The employee shall be liable to sign surety bonds and other documents protecting the interest of the company, which will be provided in due course.
- j. The employee is liable to be transferred anywhere in India and abroad.
- k. The employee is liable to work on shift/staggered duties from time to time depending on the business needs of the company.
- l. The employee shall devote full time to the work and shall not undertake any direct/indirect business/work assignments etc. even on part-time basis whether for any consideration or not save with the prior written permission from the company.
- m. The employee is liable to communicate the change in temporary or permanent address, contact, phone number within three days to HR department.



10. DISPUTE RESOLUTION:

- a. For any dispute between the parties shall be settled amicably by the Parties and failing which either party shall entitle to refer the dispute in the appropriate court of law. The jurisdiction shall be courts at Gurgaon, Haryana.

We sincerely hope you will find your career in Integrated Resources very challenging in terms of technology, personal development and appropriate compensation. We look forward to a long-term association and creating an environment which will provide you a sense of well-being throughout.

Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd.

Azaz Maru
Manager - Human Resources

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter,

Sayantan Sarkar

**ANNEXURE 1
SALARY BREAKUP**

| Fixed Salary - A | | | |
|--|----------------|----------------------|---------------------|
| Component | Component Type | Monthly Entitlements | Yearly Entitlements |
| Basic | Fixed | 15100.00 | 181200.00 |
| HRA | Fixed | 2900.00 | 34800.00 |
| Total Fixed Salary - A | | 18000.00 | 216000.00 |
| Additional Benefit(s) - B | | | |
| Component | Component Type | Monthly Entitlements | Yearly Entitlements |
| Retention Bonus | Variable | 4167.00 | 50004.00 |
| Performance Enable Pay | Variable | 2500.00 | 30000.00 |
| Medical Insurance | Variable | 400.00 | 4800.00 |
| Total Additional Benefit - B | | 7067.00 | 84804.00 |
| Gross CTC [(A)] | | 15000.00 | 216000.00 |
| Gross Yearly CTC [(7 + 8) * 12] | | 25067.00 | 300804.00 |

1. All Payments would be as per company's rules and regulations.
2. Retention Bonus will be paid once employee complete 03 years with the company.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.
4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)



Sayantani Guha

Subject: Letter of Appointment

Dear Sayantani Guha,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be **Recruitment Trainee in our Ahmedabad office.**

1. Your date of joining will be **27 October 2020.**
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lac Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure 1** of this offer letter.

Please refer to Annexure '1' for Salary break-up details.

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- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, if resigns or is terminated due to Non-Performance or any other indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transition/ settlement.

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- k. The employee is liable to work on shift/staggered duties from time to time depending on the business needs of the company.
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We sincerely hope you will find your career in Integrated Resources very challenging in terms of technology, personal development and appropriate compensation. We look forward to a long-term association and creating an environment which will provide you a sense of well-being throughout.

Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd.



**Azaz Maru
Manager - Human Resources**

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter.

Sayantani Guha

**ANNEXURE I
SALARY BREAKUP**

| Fixed Salary - A | | | |
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| Gross CTC [(A + B)] | | 25067.00 | 300804.00 |
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4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)

03/11/2020

Shailja Kumari Srivastava

Subject: Letter of Appointment

Dear Shailja Kumari Srivastava,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be Recruitment Trainee **in our Ahmedabad office.**

1. Your date of joining will be **27 October 2020.**
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lac Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure 1** of this offer letter.

Please refer to Annexure '1' for Salary break-up details.

- We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instructions that will be assigned or communicated to you, from time to time by the company.
- All information, communication and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of organization, with special reference to the Company's finances, sales, profits and other proprietary and confidential information acquired by you during your employment.

1. CONFIRMATION:

- a. You will be on probation for a period of six months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.

2. INCREMENTS AND PROMOTIONS:

- a. Your increments and promotions in the company will be given based on your performance and merit and at the sole discretion of the management.

3. LEAVE:

- a. You will be eligible for leaves as per leave policy of the company with prior intimation to your reporting authority.
- b. Absence for a continuous period of three days without prior approval of the Manager (including overstay of leave) would be treated as absconded and will be deemed to have ceased your duties with the company and company will not be liable to provide you any kind of dues and documents for your course of employment, unless the Management decides so and communicates in writing to the contrary.

4. PROFESSIONAL COMMITMENT:

- a. You will be governed by the rules, regulations and other policies of the Company as may be applicable, enforced, amended or altered from time to time by the company during your employment.

5. SEPARATION:

- a. Your employment/ services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with a notice of 15 days or by paying proportionate salary in lieu of any short notice only if you are a confirmed Permanent employee of the organization. This in no way limits the Company's right to terminate your employment without notice in the event of serious misconduct which include, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.
- b. The Company reserves the right to terminate your services without giving any reasons during probation, not giving any kind of compensation or Notice as mentioned in point 5a.
- c. If you wish to terminate your employment with the Company, you shall be required to serve minimum of 15 days' notice or pay proportionate salary in lieu of any short notice to the Company. The Company may however, in its sole discretion, waive off the notice period, if not performed to the satisfaction level of the organization or any misconduct during the notice period, without assuming any liability to compensate you in respect of the period so waived.
- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, if resigns or is terminated due to Non-Performance or any other indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transition/ settlement.



- g. Employee Full and Final and relieving document will be given after completion of 45 days, from the last working day in the company.

6. RETENTION BONUS:

- a. The Employee is entitled to receive the retention bonus as per the employment contract and 3 years of continued services. If employee/company terminates the employment for any reasons before 3 years, employee doesn't have any right to claim for retention bonus amount.

7. PERSONAL INFORMATION:

- a. This appointment is further subjected to verification of the particulars given by you in your application form. In case any particulars mentioned by you in the application form are found to be false or incorrect or any material facts found to be suppressed, this contract of employment will become null and void and you will/ shall be terminated without any notice or wages.

8. SERVICE OF NOTICE:

- a. For any service or notice or communication of whatever kind, you will be informed by ordinary post at the address given by you at the time of employment or such other address which you may herein intimate to the management. The management may send an e-mail on the same to your personal e-mail ID as furnished at the time of joining the company. It will be your duty and responsibility to intimate promptly in writing to the management whenever there is any change in your contact / address, whatever, if any.

9. TERMS OF EMPLOYEMENT:

- a. The employee shall be liable for immediate termination of employment, both during probation or thereafter, without notice or payment of salary in lieu thereof if:
- i. The employee has been found discussing about/ disclosure of salary with/ to others.
 - ii. The employee has committed any breach of trust or negligence of duties and responsibilities of employment.
 - iii. The employee is found guilty of any gross default or misconduct which contravenes the express or implied conditions of employment.
 - iv. The employee has been alleged and proven guilty of sexual harassment.
 - v. The employee submits false information about his/her past employment, remuneration and educational qualification etc.
 - vi. Non-performance of work.



- b. The employee shall not accept any position of profit or non-profit in any public bodies or otherwise without prior consent of the company in writing.
- c. The employee, after separation from the company, can not approach the other employees of the company for working elsewhere for a period of 2 years. If found so the company shall take legal disciplinary actions as deemed fit.
- d. The employee shall be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leaves, dress code and holidays on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
- e. The employee shall neither indulge nor give out to any unauthorised person during the period of service or even afterwards, by word of mouth or otherwise, particulars or details of technical know-how, security arrangements, administrative and/or organisation matters of confidential nature which has come to his/her knowledge by virtue of this employment.
- f. The employee shall keep confidential all the information and material provided to him/her by the company or by the clients. The employee shall not release or disclose any such information except with the prior written information of the company. The obligations to keep such information confidential shall remain even on termination or cancellation of this employment.
- g. The employee shall be responsible for the safe keeping and the return in good condition and order of all the properties of the company which may be in use, custody care or charge. For the loss of any property of the company in possession of the employee, the company will have a right to access on its own basis and recover the damages of all such materials from the employee.
- h. Integrated Resources is in business of providing services to international clients. It is essential for all staff to project the professional image of the company to all the concerned. The staff members will interact with the number of senior executives from abroad as also within the country.
- i. In order to provide high quality customer service, the employee may be trained by the company in some specific areas. The employee shall be liable to sign surety bonds and other documents protecting the interest of the company, which will be provided in due course.
- j. The employee is liable to be transferred anywhere in India and abroad.
- k. The employee is liable to work on shift/staggered duties from time to time depending on the business needs of the company.
- l. The employee shall devote full time to the work and shall not undertake any direct/indirect business/work assignments etc. even on part-time basis whether for any consideration or not save with the prior written permission from the company.
- m. The employee is liable to communicate the change in temporary or permanent address, contact, phone number within three days to IIR department.



10. DISPUTE RESOLUTION:

- a. For any dispute between the parties shall be settled amicably by the Parties and failing which either party shall entitle to refer the dispute in the appropriate court of law. The jurisdiction shall be courts at Gurgaon, Haryana.

We sincerely hope you will find your career in Integrated Resources very challenging in terms of technology, personal development and appropriate compensation. We look forward to a long-term association and creating an environment which will provide you a sense of well-being throughout.

Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd.

Azaz Maru
Manager - Human Resources

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter.

Shailja Kumari Srivastava

**ANNEXURE I
SALARY BREAKUP**

| Fixed Salary - A | | | |
|-------------------------------------|----------------|----------------------|---------------------|
| Component | Component Type | Monthly Entitlements | Yearly Entitlements |
| Basic | Fixed | 15100.00 | 181200.00 |
| HRA | Fixed | 2900.00 | 34800.00 |
| Total Fixed Salary - A | | 18000.00 | 216000.00 |
| Additional Benefit(s) - B | | | |
| Component | Component Type | Monthly Entitlements | Yearly Entitlements |
| Retention Bonus | Variable | 4167.00 | 50004.00 |
| Performance Enable Pay | Variable | 2500.00 | 30000.00 |
| Medical Insurance | Variable | 400.00 | 4800.00 |
| Total Additional Benefit - B | | 7067.00 | 84804.00 |
| Gross CTC [(A+B)] | | 25067.00 | 300804.00 |
| Gross Yearly CTC [(A+B) * 12] | | | 300804.00 |

1. All Payments would be as per company's rules and regulations.
2. Retention Bonus will be paid once employee complete 03 years with the company.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.
4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)



Sradhanjali Maharathi

Subject: Letter of Appointment

Dear Sradhanjali Maharathi,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be **Recruitment Trainee in our Ahmedabad office**.

1. Your date of joining will be **27 October 2020**.
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lac Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure I** of this offer letter.

Please refer to Annexure 'I' for Salary break-up details.

- We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions that will be assigned or communicated to you, from time to time by the company.
- All information, communication and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of organization, with special reference to the Company's finances, sales, profits and other proprietary and confidential information acquired by you during your employment.

1. CONFIRMATION:

- a. You will be on probation for a period of six months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.

2. INCREMENTS AND PROMOTIONS:

- a. Your increments and promotions in the company will be given based on your performance and merit and at the sole discretion of the management.



3. LEAVE:

- a. You will be eligible for leaves as per leave policy of the company with prior intimation to your reporting authority.
- b. Absence for a continuous period of three days without prior approval of the Manager (including overlap of leave) would be treated as absconded and will be deemed to have ceased your duties with the company and company will not be liable to provide you any kind of dues and documents for your course of employment, unless the Management decides so and communicates in writing to the contrary.

4. PROFESSIONAL COMMITMENT:

- a. You will be governed by the rules, regulations and other policies of the Company as may be applicable, enforced, amended or altered from time to time by the company during your employment.

5. SEPARATION:

- a. Your employment/ services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with a notice of 15 days or by paying proportionate salary in lieu of any short notice only if you are a confirmed Permanent employee of the organization. This in no way limits the Company's right to terminate your employment without notice in the event of serious misconduct which include, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.
- b. The Company reserves the right to terminate your services without giving any reasons during probation, not giving any kind of compensation or Notice as mentioned in point 5a.
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- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, if resigns or is terminated due to Non-Performance or any other indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transition/ settlement.



- g. Employee Full and Final and relieving document will be given after completion of 45 days, from the last working day in the company.

6. RETENTION BONUS:

- a. The Employee is entitled to receive the retention bonus as per the employment contract and 3 years of continued services. If employee/company terminates the employment for any reasons before 3 years, employee doesn't have any right to claim for retention bonus amount.

7. PERSONAL INFORMATION:

- a. This appointment is further subjected to verification of the particulars given by you in your application form. In case any particulars mentioned by you in the application form are found to be false or incorrect or any material facts found to be suppressed, this contract of employment will become null and void and you will/ shall be terminated without any notice or wages.

8. SERVICE OF NOTICE:

- a. For any service or notice or communication of whatever kind, you will be informed by ordinary post at the address given by you at the time of employment or such other address which you may herein intimate to the management. The management may send an e-mail on the same to your personal e-mail ID as furnished at the time of joining the company. It will be your duty and responsibility to intimate promptly in writing to the management whenever there is any change in your contact / address, whatever, if any.

9. TERMS OF EMPLOYMENT:

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- i. The employee has been found discussing about/ disclosure of salary with/ to others.
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 - iii. The employee is found guilty of any gross default or misconduct which contravenes the express or implied conditions of employment.
 - iv. The employee has been alleged and proven guilty of sexual harassment.
 - v. The employee submits false information about his/her past employment, remuneration and educational qualification etc.
 - vi. Non-performance of work.



- b. The employee shall not accept any position of profit or non-profit in any public bodies or otherwise without prior consent of the company in writing.
- c. The employee, after separation from the company, can not approach the other employees of the company for working elsewhere for a period of 2 years. If found so the company shall take legal disciplinary actions as deemed fit.
- d. The employee shall be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leaves, dress code and holidays on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
- e. The employee shall neither indulge nor give out to any unauthorised person during the period of service or even afterwards, by word of mouth or otherwise, particulars or details of technical know-how, security arrangements, administrative and/or organisation matters of confidential nature which has come to his/her knowledge by virtue of this employment.
- f. The employee shall keep confidential all the information and material provided to him/her by the company or by the clients. The employee shall not release or disclose any such information except with the prior written information of the company. The obligations to keep such information confidential shall remain even on termination or cancellation of this employment.
- g. The employee shall be responsible for the safe keeping and the return in good condition and order of all the properties of the company which may be in use, custody care or charge. For the loss of any property of the company in possession of the employee, the company will have a right to access on its own basis and recover the damages of all such materials from the employee.
- h. Integrated Resources is in business of providing services to international clients. It is essential for all staff to project the professional image of the company to all the concerned. The staff members will interact with the number of senior executives from abroad as also within the country.
- i. In order to provide high quality customer service, the employee may be trained by the company in some specific areas. The employee shall be liable to sign surety bonds and other documents protecting the interest of the company, which will be provided in due course.
- j. The employee is liable to be transferred anywhere in India and abroad.
- k. The employee is liable to work on shift/staggered duties from time to time depending on the business needs of the company.
- l. The employee shall devote full time to the work and shall not undertake any direct/indirect business/work assignments etc. even on part-time basis whether for any consideration or not save with the prior written permission from the company.
- m. The employee is liable to communicate the change in temporary or permanent address, contact, phone number within three days to HR department.



10. DISPUTE RESOLUTION:

- a. For any dispute between the parties shall be settled amicably by the Parties and failing which either party shall entitle to refer the dispute in the appropriate court of law. The jurisdiction shall be courts at Gurgaon, Haryana.

We sincerely hope you will find your career in Integrated Resources very challenging in terms of technology, personal development and appropriate compensation. We look forward to a long-term association and creating an environment which will provide you a sense of well-being throughout.

Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd.

Azaz Maru
Manager - Human Resources

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter.

Sradhanjali Maharathi

**ANNEXURE I
SALARY BREAKUP**

| Fixed Salary - A | | | | |
|-----------------------------------|----------------|----------------------|---------------------|--|
| Component | Component Type | Monthly Entitlements | Yearly Entitlements | |
| Basic | Fixed | 15100.00 | 181200.00 | |
| HRA | Fixed | 2900.00 | 34800.00 | |
| Total Fixed Salary - A | | 18000.00 | 216000.00 | |
| Additional Benefits - B | | | | |
| Component | Component Type | Monthly Entitlements | Yearly Entitlements | |
| Retention Bonus | Variable | 4167.00 | 50004.00 | |
| Performance Enable Pay | Variable | 2500.00 | 30000.00 | |
| Medical Insurance | Variable | 400.00 | 4800.00 | |
| Total Additional Benefit - B | | 7067.00 | 84804.00 | |
| Gross CTC $[(A)]$ | | 15000.00 | 216000.00 | |
| Gross Yearly CTC $[(A + B) * 12]$ | | 25067.00 | 300804.00 | |

1. All Payments would be as per company's rules and regulations.
2. Retention Bonus will be paid once employee complete 03 years with the company.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.
4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)



Sunita Sahoo

Subject: Letter of Appointment

Dear Sunita Sahoo,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be Recruitment Trainee **in our Ahmedabad office.**

1. Your date of joining will be **27 October 2020.**
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lac Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure 1** of this offer letter.

Please refer to Annexure '1' for Salary break-up details.

- We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions that will be assigned or communicated to you, from time to time by the company.
- All information, communication and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of organization, with special reference to the Company's finances, sales, profits and other proprietary and confidential information acquired by you during your employment.

1. CONFIRMATION:

- a. You will be on probation for a period of six months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.

2. INCREMENTS AND PROMOTIONS:

- a. Your increments and promotions in the company will be given based on your performance and merit and at the sole discretion of the management



3. LEAVE:

- a. You will be eligible for leaves as per leave policy of the company with prior intimation to your reporting authority.
- b. Absence for a continuous period of three days without prior approval of the Manager (including overstay of leave) would be treated as absconded and will be deemed to have ceased your duties with the company and company will not be liable to provide you any kind of dues and documents for your course of employment, unless the Management decides so and communicates in writing to the contrary.

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- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company.
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, if resigns or is terminated due to Non-Performance or any other indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transition/ settlement.



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- a. This appointment is further subjected to verification of the particulars given by you in your application form. In case any particulars mentioned by you in the application form are found to be false or incorrect or any material facts found to be suppressed, this contract of employment will become null and void and you will/ shall be terminated without any notice or wages.

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- d. The employee shall be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leaves, dress code and holidays on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
- e. The employee shall neither indulge nor give out to any unauthorised person during the period of service or even afterwards, by word of mouth or otherwise, particulars or details of technical know-how, security arrangements, administrative and/or organisation matters of confidential nature which has come to his/her knowledge by virtue of this employment.
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- h. Integrated Resources is in business of providing services to international clients. It is essential for all staff to project the professional image of the company to all the concerned. The staff members will interact with the number of senior executives from abroad as also within the country.
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- k. The employee is liable to work on shift/staggered duties from time to time depending on the business needs of the company.
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- a. For any dispute between the parties shall be settled amicably by the Parties and failing which either party shall entitle to refer the dispute in the appropriate court of law. The jurisdiction shall be courts at Gurgaon, Haryana.

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Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd.



Azaz Maru
Manager - Human Resources

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter.

Sunita Sahoo



**ANNEXURE 1
SALARY BREAKUP**

| Fixed Salary - A | | | |
|-------------------------------------|----------------|----------------------|---------------------|
| Component | Component Type | Monthly Entitlements | Yearly Entitlements |
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4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)



Swayam Sarvani Sahoo

Subject: Letter of Appointment

Dear Swayam Sarvani Sahoo,

With reference to your application for a suitable position and your subsequent discussion with us, we are pleased to inform you that you have been appointed in **Integrated Resources Staffing Private Limited**, on the terms and conditions stated hereafter:

Your designation will be Recruitment Trainee in our Ahmedabad office.

1. Your date of joining will be **27 October 2020**.
2. Your Salary would be Rs. 3,00,804.00 (Rupees Three Lac Eight Hundred Four), which shall be subjected to applicable tax deduction. The salary breakup is provided in **Annexure 1** of this offer letter.

Please refer to Annexure '1' for Salary break-up details.

- We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions that will be assigned or communicated to you, from time to time by the company.
- All information, communication and other data that would come to your knowledge during the course of your employment shall be in a strict fiduciary capacity. You shall hold the same in strict confidence without being detrimental to the interests of organization, with special reference to the Company's finances, sales, profits and other proprietary and confidential information acquired by you during your employment.

1. CONFIRMATION:

- a. You will be on probation for a period of six months from the date of your joining the company and thereafter the probation period may be either extended at the discretion of the management or may be dispensed with earlier. The company reserves its rights to terminate your services without any notice or wages in lieu thereof during the initial or extended period of probation.

2. INCREMENTS AND PROMOTIONS:

- a. Your increments and promotions in the company will be given based on your performance and merit and at the sole discretion of the management.



3. LEAVE:

- a. You will be eligible for leaves as per leave policy of the company with prior intimation to your reporting authority.
- b. Absence for a continuous period of three days without prior approval of the Manager (including overstay of leave) would be treated as absconded and will be deemed to have ceased your duties with the company and company will not be liable to provide you any kind of dues and documents for your course of employment, unless the Management decides so and communicates in writing to the contrary.

4. PROFESSIONAL COMMITMENT:

- a. You will be governed by the rules, regulations and other policies of the Company as may be applicable, enforced, amended or altered from time to time by the company during your employment.

5. SEPARATION:

- a. Your employment/ services will be governed by Company's rules and regulations applicable from time to time. If the Company is not satisfied with your performance on any account, the Company reserves the right to terminate your employment with a notice of 15 days or by paying proportionate salary in lieu of any short notice only if you are a confirmed Permanent employee of the organization. This in no way limits the Company's right to terminate your employment without notice in the event of serious misconduct which include, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.
- b. The Company reserves the right to terminate your services without giving any reasons during probation, not giving any kind of compensation or Notice as mentioned in point 5a.
- c. If you wish to terminate your employment with the Company, you shall be required to serve minimum of 15 days' notice or pay proportionate salary in lieu of any short notice to the Company. The Company may however, in its sole discretion, waive off the notice period, if not performed to the satisfaction level of the organization or any misconduct during the notice period, without assuming any liability to compensate you in respect of the period so waived.
- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment and other property belonging to the Company
- e. If employee abscond/ leave without serving notice, company is not liable to provide any document such as experience/ relieving letter nor will be giving full and final settlement. Company also reserves the right to recover the cost from employee for not serving notice period.
- f. Employees whom company provides any benefits for relocation such as Accommodation, Travel or any other to settle down, if resigns or is terminated due to Non-Performance or any other Indiscipline related matters, on or before 1 year, company shall recover the entire amount from the employee as spent for the training/relocation/transport/transition/ settlement.



- g. Employee Full and Final and relieving document will be given after completion of 45 days, from the last working day in the company.

6. RETENTION BONUS:

- a. The Employee is entitled to receive the retention bonus as per the employment contract and 3 years of continued services. If employee/company terminates the employment for any reasons before 3 years, employee doesn't have any right to claim for retention bonus amount.

7. PERSONAL INFORMATION:

- a. This appointment is further subjected to verification of the particulars given by you in your application form. In case any particulars mentioned by you in the application form are found to be false or incorrect or any material facts found to be suppressed, this contract of employment will become null and void and you will/ shall be terminated without any notice or wages.

8. SERVICE OF NOTICE:

- a. For any service or notice or communication of whatever kind, you will be informed by ordinary post at the address given by you at the time of employment or such other address which you may herein intimate to the management. The management may send an e-mail on the same to your personal e-mail ID as furnished at the time of joining the company. It will be your duty and responsibility to intimate promptly in writing to the management whenever there is any change in your contact / address, whatever, if any.

9. TERMS OF EMPLOYMENT:

- a. The employee shall be liable for immediate termination of employment, both during probation or thereafter, without notice or payment of salary in lieu thereof if:
- i. The employee has been found discussing about/ disclosure of salary with/ to others.
 - ii. The employee has committed any breach of trust or negligence of duties and responsibilities of employment.
 - iii. The employee is found guilty of any gross default or misconduct which contravenes the express or implied conditions of employment.
 - iv. The employee has been alleged and proven guilty of sexual harassment.
 - v. The employee submits false information about his/her past employment, remuneration and educational qualification etc.
 - vi. Non-performance of work.



- b. The employee shall not accept any position of profit or non-profit in any public bodies or otherwise without prior consent of the company in writing.
- c. The employee, after separation from the company, can not approach the other employees of the company for working elsewhere for a period of 2 years. If found so the company shall take legal disciplinary actions as deemed fit.
- d. The employee shall be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leaves, dress code and holidays on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
- e. The employee shall neither indulge nor give out to any unauthorised person during the period of service or even afterwards, by word of mouth or otherwise, particulars or details of technical know-how, security arrangements, administrative and/or organisation matters of confidential nature which has come to his/her knowledge by virtue of this employment.
- f. The employee shall keep confidential all the information and material provided to him/her by the company or by the clients. The employee shall not release or disclose any such information except with the prior written information of the company. The obligations to keep such information confidential shall remain even on termination or cancellation of this employment.
- g. The employee shall be responsible for the safe keeping and the return in good condition and order of all the properties of the company which may be in use, custody care or charge. For the loss of any property of the company in possession of the employee, the company will have a right to access on its own basis and recover the damages of all such materials from the employee.
- h. Integrated Resources is in business of providing services to international clients. It is essential for all staff to project the professional image of the company to all the concerned. The staff members will interact with the number of senior executives from abroad as also within the country.
- i. In order to provide high quality customer service, the employee may be trained by the company in some specific areas. The employee shall be liable to sign surety bonds and other documents protecting the interest of the company, which will be provided in due course.
- j. The employee is liable to be transferred anywhere in India and abroad.
- k. The employee is liable to work on shift/staggered duties from time to time depending on the business needs of the company.
- l. The employee shall devote full time to the work and shall not undertake any direct/indirect business/work assignments etc. even on part-time basis whether for any consideration or not save with the prior written permission from the company.
- m. The employee is liable to communicate the change in temporary or permanent address, contact, phone number within three days to HR department.

10. DISPUTE RESOLUTION:

- a. For any dispute between the parties shall be settled amicably by the Parties and failing which either party shall entitle to refer the dispute in the appropriate court of law. The jurisdiction shall be courts at Gurgaon, Haryana.

We sincerely hope you will find your career in Integrated Resources very challenging in terms of technology, personal development and appropriate compensation. We look forward to a long-term association and creating an environment which will provide you a sense of well-being throughout.

Please return the duplicate copy after affixing your full signature in token of your formal acceptance of the terms and conditions of employment.

Yours Sincerely,

For Integrated Resources Staffing Pvt Ltd.



Azaz Maru
Manager - Human Resources

ACCEPTANCE

I hereby accept and agree to abide by the terms of this letter.

Swayam Sarvani Sahoo



**ANNEXURE 1
SALARY BREAKUP**

| Fixed Salary - A | | | | |
|---------------------------------|----------------|--|----------------------|---------------------|
| Component | Component Type | | Monthly Entitlements | Yearly Entitlements |
| Basic | Fixed | | 15100.00 | 181200.00 |
| HRA | Fixed | | 2900.00 | 34800.00 |
| Total Fixed Salary - A | | | 18000.00 | 216000.00 |
| Additional Benefit(s) - B | | | | |
| Component | Component Type | | Monthly Entitlements | Yearly Entitlements |
| Retention Bonus | Variable | | 4167.00 | 50004.00 |
| Performance Enable Pay | Variable | | 2500.00 | 30000.00 |
| Medical Insurance | Variable | | 400.00 | 4800.00 |
| Total Additional Benefit - B | | | 7067.00 | 84804.00 |
| Gross CTC [(A + B)] | | | 25067.00 | 300804.00 |
| Gross Yearly CTC [(A + B) * 12] | | | 280804.00 | 300804.00 |

1. All Payments would be as per company's rules and regulations.
2. Retention Bonus will be paid once employee complete 03 years with the company.
3. Taxation will be governed by the Income Tax rules. The company will be deducting income tax at source as per income tax guidelines.
4. Professional Tax will be deducted from CTC as per State Government PT Rules.
5. Employee is only eligible for Performance Enabled pay after 3 successful placements.

(Accepted)

Date: 01/08/2023

Ms Ipsita Singh,
Address: At/Po- Banalata Kutira, Lokanath Road, Puri, Odisha, 752001 Phone
no: 9337976596
Email Id: ipsitaniki74@gmail.com

Dear Ipsita,
Re: Appointment for the position of "Development and associate analyst"

We refer your application for the post of Solutions Executive and subsequent interview held for the position. We are pleased to offer you, appointment in iServeU Technology Pvt. Ltd. Your employment with us will be governed by the terms & conditions as per our company's policy at present and amended from time to time. Your date of joining is 07/08/2023.

Below are important terms & conditions of your appointment:

1. JOB ROLE & RESPONSIBILITIES (Existing but not limited to):

Your role and general responsibilities will be explained to you by your reporting manager. The responsibilities may include:

- a. All such duties as may be delegated to you by the Company and comply directions as your supervisor may assign from time to time.
- b. You shall, during your employment with the Company, devote your entire time and attention and abilities to the business of the Company and not be employed in any other organization as an employee, agent, promoter or investor either for the part time or full time in any capacity.

2. MANDATORY SERVICE CUM NON DISCLOSURE AGREEMENT:

On acceptance of this offer cum appointment letter, the employee acknowledges that he/she has to sign a Service cum Non-Disclosure Agreement and Undertaking with the Company, years on a Non-Judicial stamp paper valid for a period of 1 Year from the date of joining.

3. PROBATION:

- a) The first six (6) months of your engagement shall constitute a probationary period during which your performance and progress will be monitored ("Probation").
- b) Confirmation of your employment with the Company after the probation period shall be subject to your satisfactory performance during the probation.
- c) After successful completion of probation, your appointment shall be deemed to have been confirmed automatically unless you are intimated about the extension of your probation period.
- d) On completion of the Probation period, the Company reserves the right to
 - (i) Extend the period of Probation, In any case extension of probation will not be of more than three (3) months; or
 - (ii) Terminate your employment at its sole discretion without providing notice or payment in lieu thereof.

4. COMPENSATION:

- a) During your tenure, you shall be entitled to an all-inclusive (CTC including statutory liability) annual compensation (fixed pay) which shall be paid on monthly basis equivalent to 1/12th of annual compensation subject to deductions and taxes as applicable. This is basis discussion and is mentioned in the CTC annexure.
- b) Variable compensation if any is discretionary and is governed by company policies.
You are restrained from disclosure of CTC to any of the employees / staff, whether on probation or confirmed or contractual, of the iServeU Technology Pvt Ltd nor you will discuss, circulate the same to any such employee/ staff. Any violation of this condition of employment shall be construed as a misconduct as per the confidentiality clause of the Company.

5. LEAVE:

You will be entitled to avail leave as per Company Rules in force and as laid down in the HR Policy of the company. Further, any such unauthorized absence as per policy of the Company will be treated as "absconding" in which case your services are liable to be terminated, at the discretion of management.

6. Employee Benefits:

You will be entitled to Employee benefits such as mediclaim, Group Personal Accident Insurance as per HR policy of the company.

7. LOCATION:

Your place of employment will be Bhubaneswar.

8. POLICIES:

You will abide by the Policies, rules & regulations and service conditions that may be in force or framed by the Company from time to time. The Company would provide all benefits under Maternity Benefit Act 1961 and subsequent amendments.

9. ACCESS TO INFORMATION AND SECRECY:

The Company's information is available on a need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by the Company. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the Company.

You will be bound to observe strict secrecy with regard to the dealings of the Company and its customers. During your employment, you may receive and have access to secret, confidential or proprietary information relating to the Company or other organizations to which the Company may have interest. You must not disclose or divulge such information without the prior written approval or clearance from the Company. This condition will continue to apply even when you are no longer employed by the Company. Please note that any violation of obligation to maintain confidentiality as aforesaid shall be construed as a breach of trust and shall be dealt with accordingly.

You shall not disclose or divulge to any unauthorized outsider, person, firm, company, body of individuals or corporate in any form or otherwise without prior consent of the Company to whomsoever, any information, data or

material or decisions concerning the Company, that you may come across, or those that you may assist in formation or which have been formulated under this contract and you shall use and / or utilize such information only in connection with your job role.

10. TERMINATION OF SERVICE:

a) Voluntary Termination:

If you desire to leave the service of the Company, you shall be required to give three months' notice in writing or three month's emoluments in lieu thereof apart from such reasonable compensation whenever applicable. Company at its discretion may refuse payment in lieu of notice period or & may ask you to serve full or partial notice period as per the business need and vice-versa.

It will be discretion of the Company to discontinue your services by giving fifteen days- or three-months' notice or reasonable emoluments in lieu thereof in case your performance is not found satisfactory or on account of non-achievement of the allotted targets assigned at the beginning of the year or any reason whatsoever.

b) Termination effected by Company:

- i. The Company may terminate your employment at any time without prior notice or without Notice Pay if such termination arises as the result of your misconduct, negligence, and/ or breach of any express or implied term of employment contract including:
 - a. Committing of wilful misconduct, fraud or dishonesty.
 - b. Any breach of code of conduct and/ or Non-Disclosure Agreement.
 - c. You commit a material breach of this letter of Employment and do not remedy the breach within one (1) business day after the company advises you in writing of the breach.

Absence from duty without permission. Such other grounds as may exist from time to time under common law to terminate your employment summarily whether that conduct occurs before or after the execution of this Letter of Employment.

11. APPOINTMENT IN GOOD FAITH:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. If in case at a later date any of your statements/particulars furnished are found to be false or misleading and/or your performance is not up to the mark or falls short of the minimum standard set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated herein.

12. MEDICAL REPORT

It must be specifically understood that this offer is made based on you being medically fit to discharge assigned duties. Company reserves the right to call for a medical fitness report at your cost, during the probation period and confirmation decision would be subject to being medically fit.

13. CODE OF CONDUCT FOR EMPLOYEES:

The commitment to excellence is fundamental to the philosophy of the Company. In pursuit of that commitment, we strive to achieve the highest business and personal ethical standards as well as compliance with the laws that apply to the business. This code is intended to provide you with a clear understanding of the principles of business conduct and ethics that are expected of you in your daily work and to promote:

- i. Honest and ethical conduct by the directors, officers and employees of the Company, including the ethical handling

of actual or apparent conflicts of interest between personal and professional relationships.

- ii. Full, fair, accurate, timely and understandable disclosure in reports and documents that the company files or submits, or public communications made by the Company.
- iii. Compliance with applicable government laws, rules and regulations.
- iv. Prompt internal reporting of any violations of this code.

14. OTHER TERMS:

- a) In no event, you shall engage in any act subversive of conduct and discipline expected of, and from you by the Company in the course of your duties under this contract. If found at any time indulging in such act/s, the Company reserves the right to terminate your service, forthwith without assigning any reason therefore and also take such steps as in law be deemed requisite and warranted.
- b) You shall abide by Company's policies, rules & regulations and service conditions that may be in force or applicable to the Company or are framed from time to time by the Company.
- c) You shall be subject to the applicable laws and guidelines issued by regulatory / government authorities / CVC, etc. as are applicable and shall also be subject to the code of conduct and disciplinary rules as applicable as per the rules of the Company.
- d) If you resign within 24 months of your joining you will be liable to pay back any additional money that the company may have spent in cash or kind over and above your CTC.
- e) You will keep us informed of any change in your residential address, your family status or any other relevant particulars.
- f) The company may conduct a background check on you, and you agree to the aforesaid offer being made subject to the satisfactory completion of the same.
- g) At the time of appointment, we shall require you to provide copies of certain documents as proof of address, indemnity, educational qualifications of the same.

This letter of employment shall be governed by and construed in accordance with the laws of the land. We wish all the best in your assignment.

Best Regards,



Mrs. Anu
Human Resource Department
ISERVEU TECHNOLOGY PVT LTD

I have gone through the aforesaid terms and conditions & have fully understood the same. I am signing the duplicate copy of this offer letter and returning it to ISERVEU TECHNOLOGY PVT LTD as token of acceptance of the terms and conditions as offered by the company.

Name: Ipsita Singh
Date:
Place:

Sign:

CTC ANNEXURE:

| Salary Components | Amount (INR) |
|---------------------|--------------|
| Basic Pay | 8200 |
| HRA | 1680 |
| Transport Allowance | 1600 |
| Food Allowance | 1000 |
| Medical Allowance | 1250 |
| Statutory Bonus | 350 |
| Special Allowance | 1920 |
| Monthly Gross Pay | 16000 |
| Monthly Pay | 16000 |
| Annual Components | |
| Annual Gross Pay | 192000 |
| Cost to Company | 192000 |

Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:31
Subject: Regarding offer letter
To: <abhipsasamai001@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear ABHIPSA SAMAI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16500/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 25/01/2021 (Monday) at 09.00 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh - 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number

Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:26
Subject: Regarding offer letter
To: <anilpandaaakp@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear ANIL KUMAR PANDA ,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16500/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 25/01/2021 (Monday) at 09.00 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500019.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number

Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:36
Subject: Regarding offer letter
To: <pattanaikankita23@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear ANKITA PATNAIK,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16500/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 25/01/2021 (Monday) at 09.00 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: cid:image001.jpg@01D6E90A.157A4E10

Pulsus offer letter

1 message

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

From: HR Vizag <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 16:36

Subject: Regarding offer letter

To: <arpitapatro81@gmail.com>

Cc: <purusottam.hrd@gmail.com>

Dear ARPITA PATRO ,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16500/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 25/01/2021 (Monday) at 09.00 AM at the following venue:-

PULSUS HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh - 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number

Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:33

Subject: Regarding offer letter

To: <ashutoshpanigrahi1@gmail.com>

Cc: <purusottam.hrd@gmail.com>

Dear ASHUTOSH PANIGRAHI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJ1" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16500/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 25/01/2021 (Monday) at 09.00 AM at the following venue:-

PULSUS HEALTH Tech LLP,

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Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh - 500013.

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3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

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Further queries please feel free to contact me on the below number

Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:37

Subject: Regarding offer letter

To: <ayeshamay1997@gmail.com>

Cc: <purusottam.hrd@gmail.com>

Dear AYESHA AFRIN,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16500/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 25/01/2021 (Monday) at 09.00 AM at the following venue:-

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Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh - 500013.

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Further queries please feel free to contact me on the below number

Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:12
Subject: Regarding offer letter
To: <bhavna9040@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear BHAVNA PRASAD,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:38
Subject: Regarding offer letter
To: <binapanigiri42@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear BINAPANI GIRI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJ1" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:29
Subject: Regarding offer letter
To: <saheedeb1996@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear DEBASHISH SAHOO,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Pulsus offer letter

1 message

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

From: HR Vizag <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:29
Subject: Regarding offer letter
To: <diptimayeejally08@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear DIPTIMAYER JALLY,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:28
Subject: Regarding offer letter
To: <gaurabnandi1998@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear GAURAB NANDI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJ1" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

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Pulsus offer letter

1 message

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

From: HR Vizag <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:18

Subject: Regarding offer letter

To: <jaganbeuria18@gmail.com>

Cc: <purusottam.hrd@gmail.com>

Dear JAGAN KUMAR BEURIA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Pulsus offer letter

1 message

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

From: HR Vizag <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:15

Subject: Regarding offer letter

To: <kankita812@gmail.com>

Cc: <purusottam.hrd@gmail.com>

Dear KUNTULU ANKITA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Pulsus offer letter

1 message

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

From: HR Vizag <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:17
Subject: Regarding offer letter
To: <lickypriyadarshini193@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear LICKY PRIYADARSHINI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OIT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Vizakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:19

Subject: Regarding offer letter

To: <mansi.jena97@gmail.com>

Cc: <purusottam.hrd@gmail.com>

Dear **MANASI JENA**,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:26
Subject: Regarding offer letter
To: <manishanandan63@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear MANISHA NANDAN,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

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PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:34

Subject: Regarding offer letter

To: <mousumi.3390@gmail.com>

Cc: <purusottam.hrd@gmail.com>

Dear MOUSUMI SATAPATHY,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:19
Subject: Regarding offer letter
To: <nikitaroutaray98@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear NIKITA ROUTRAY,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:19
Subject: Regarding offer letter
To: <nirliptadhal99@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear NIRLIPTA DHAL,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:16

Subject: Regarding offer letter

To: <wish_riya@gmail.com>

Cc: <purusottam.hrd@gmail.com>

Dear PRATICHI SRIVADARSHINI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

----- Forwarded message -----
From: HR Vizag <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:13
Subject: Regarding offer letter
To: <priteeswain21@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear PRITEEMAYEE SWAIN,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:16
Subject: Regarding offer letter
To: <pritychoudhary1110@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear PRITI KUMARI CHOUDRI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

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From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:14
Subject: Regarding offer letter
To: <pritishree.ray@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear PRITISHREE RAY,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

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From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:19
Subject: Regarding offer letter
To: <priyanka.bidya97@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear PRIYANKA BARIK,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

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Pulsus offer letter

1 message

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From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:20
Subject: Regarding offer letter
To: <priyankaroutpinky1997@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear PRIYANKA ROUT,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:22

Subject: Regarding offer letter

To: <rath7904@gmail.com>

Cc: <purusoitam.hrd@gmail.com>

Dear **RAJESH KUMAR RATH**,

Congratulations & Greetings from **PULSUS GROUP !!**

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at **PULSUS GROUP - Journals Division**. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Pulsus offer letter1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:18
Subject: Regarding offer letter
To: <padhi.rasmita98@gmail.com>
Cc: <purusottam.trd@gmail.com>

Dear RASMITA PADHI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:32

Subject: Regarding offer letter

To: <razia10892@gmail.com>

Cc: <purusoftam.hrd@gmail.com>

Dear RAZIA PARVEN,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:35
Subject: Regarding offer letter
To: <rituparna14.rb@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear RITU BARAL,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:39
Subject: Regarding offer letter
To: <ritupurbadash@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear RITUPURBA DASH,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:39
Subject: Regarding offer letter
To: <samukasahu15@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear SAMUKA SAHU,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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IT/ITES SEZ Campus, Rama Tallies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh - 500013.

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1. One copy of all educational certificates along with originals for verification.
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4. 10th Original Certificate (Is mandatory).
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Further queries please feel free to contact me on the below number

Pulsus offer letter1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:29
Subject: Regarding offer letter
To: <sankalppadhi23@gmail.com>
Cc: <purusottam.trd@gmail.com>

Dear SANKALP KUMAR PADHI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16500/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 25/01/2021 (Monday) at 09.00 AM at the following venue:-

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IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

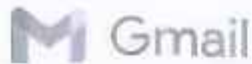
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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:39
Subject: Regarding offer letter
To: <mehersasmita24@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear SASMITA MEHER,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Description: Description: Description: cid:image001.jpg@011D6190A.157A4E10

Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:25
Subject: Regarding offer letter
To: <priyadarshinisibani9@gmail.com>
Cc: <purusoftam.hrd@gmail.com>

Dear SIBANI PRIYADARSHINI SATAPATHY,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: cid:image001.jpg@01D6190A.157A4E10

Pulsus offer letter1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:35
Subject: Regarding offer letter
To: <twinkle.snigdha25@gmail.com>
Cc: <purusottam.frd@gmail.com>

Dear SNIGDHA SUBHADARSHINI SAHOO,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are selected for the position "CMT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 16500/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

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Further queries please feel free to contact me on the below number

Pulsus offer letter

1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:22
Subject: Regarding offer letter
To: <subhasmitajena1@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear SUBHASHMITA JENA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

Team Human Resources

PULSUS GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Pulsus offer letter

1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:16
Subject: Regarding offer letter
To: <subratparai1996@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear SUBRATA PARAI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

----- Forwarded message -----
From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:39
Subject: Regarding offer letter
To: <sunitajethy14@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear **SUNITA JETHY**,

Congratulations & Greetings from **PULSUS GROUP !!**

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at **PULSUS GROUP - Journals Division**. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Thanks & Regards,

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Pulsus offer letter

1 message

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

From: HR Vizag <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:20
Subject: Regarding offer letter
To: <diptiprusty8@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear SUSHREE SUBHIRAJYOTI PRUSTY,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are selected for the position "O/T" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>

Date: Wed, Jan 20, 2021, 15:40

Subject: Regarding offer letter

To: <susumitabiswal97@gmail.com>

Cc: <purusottam.hrd@gmail.com>

Dear SUSMITA BISWAL,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Pulsus offer letter

1 message

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

From: **HR Vizag** <vizag@pulsus.com>
Date: Wed, Jan 20, 2021, 15:43
Subject: Regarding offer letter
To: <swagatikatripathy1998@gmail.com>
Cc: <purusottam.hrd@gmail.com>

Dear SWAGATIKA TRIPATHY,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are selected for the position "OIT" at PULSUS GROUP - Journals Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

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Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: cid:image001.jpg@01D6E90A.157A4E10

Date: 30 Nov 2022

Ref: RLSL/67931420/30075404/301122/1511

Dear Barsha Sahoo,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "Young Professionals (YPP)" in Group, based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment.

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **06-Dec-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

- i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.
- ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Date: 30 Nov 2022

Page 1 of 3

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this letter, the decision of the management shall be final and binding.

We look forward to your joining our team for a long, successful and pleasant association.

Sincerely yours,
Rel Life Sciences P.Ltd

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 30 Nov 2022

Page 2 of 3

ANNEXURE A

1.1 Annual Compensation Summary

| ANNEXURE 1.1 - A | | |
|--|---------------|-----------------|
| Name: Barsha Sahoo | | |
| Compensation Breakup | Monthly (INR) | Annual (INR) |
| Basic Pay | 14,197 | 1,70,361 |
| House Rent Allowance | 8,500 | 1,02,000 |
| Residual Choice Pay | 0 | 0 |
| Insurance | | |
| Group Personal Accident Insurance Premium (GPAI) | 57 | 679 |
| Group Term Life Insurance Premium (GTLI) | 400 | 4,794 |
| Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents) | 2,794 | 33,528 |
| SUB TOTAL - I | 25,947 | 3,11,362 |
| Employer's Contribution to Provident Fund: PF (12% of Basic Pay) | 1,704 | 20,443 |
| Gratuity (4.81% of Basic Pay) | 683 | 8,194 |
| SUB TOTAL - II | 2,386 | 28,638 |
| TOTAL- FIXED PAY [I + II] | 28,333 | 3,40,000 |

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

| S.No. | Total Pay Components | Taxability Status (as per prevailing norms) |
|-------|---|--|
| I | Base Salary | |
| a. | Basic Salary | Taxable |
| b. | Provident Fund Contribution (PF) | Please refer Annexure B. |
| c. | Gratuity | Please refer Annexure B. |
| II | Choice Pay | |
| a. | Medical Reimbursement | Taxable |
| b. | Food Coupon | Tax exempt subject to conditions |
| c. | Gift Coupon | Tax exempt subject to conditions |
| d. | Leave Travel Allowance (LTA) | Tax exempt subject to conditions |
| e. | Office Wear Allowance (OWA) | Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy') |
| f. | Children's Education Allowance (CEA) | Tax exempt subject to conditions |
| g. | Children's Hostel Allowance (CHA) | Tax exempt subject to conditions |
| h. | Residual Choice Pay (RCP) | Taxable |
| I. | Vehicle | |
| 1. | Company Lease Vehicle Scheme | Tax exempt (up to the value of EMI) |
| 2. | Fuel and Vehicle Maintenance Reimbursement | Tax exempt (Taxable Perquisite Notional Value) |
| 3. | Conveyance Allowance | Taxable |
| J. | Housing | |
| 1. | House Rent Allowance (HRA) | Tax exempt subject to conditions |
| 2. | Company Accommodation (where it is provided) | Taxable Perquisite |
| k. | Insurance | |
| 1. | Group Personal Accident Insurance Premium (GPA) | Tax exempt |
| 2. | Group Term Life Insurance Premium (GTLI) | Tax exempt |
| 3. | Medical Insurance Premium | Tax exempt |
| III | Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI) | Taxable, If Applicable |

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Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. Base Salary: This is first part of the total pay, which may include Basic Salary, PF and Gratuity

a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

b. **Provident Fund (PF):**

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF Act). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPFC.

Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPFC is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (<http://www.epfindia.com/>) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

c. **Gratuity**

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act, 1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as *ex-gratia*, except in case of separation due to disciplinary grounds.

Gratuity is calculated as follows:

$(\text{Last Drawn Salary} / 26 \text{ Days}) \times 15 \text{ days} \times \text{Number of completed years of service}$ (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

2. Choice Pay:

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy daily necessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport; AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

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e. Office Wear Allowance (OWA)

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

- a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt.

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt.

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year.

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

| Parameter | Four Wheeler |
|----------------------------|---|
| Scheme Details | Company Leased Vehicle (CLV) |
| EMI Calculation Base | Vehicle Invoice Value (Final on-road price, excluding taxes) |
| EMI Limit | Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay |
| Interest rate | 11.5 % per annum on monthly reducing balance basis |
| Vehicle Cost Limit | NA |
| Tenure | 2 to 4 Years (Upto 48 Instalments) |
| Insurance Coverage Options | 1.Comprehensive 2.Bumper to Bumper (Zero depreciation) |

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

| Level | 4 Wheeler | 2 Wheeler |
|------------|-------------------|-----------------|
| All Grades | INR 1,80,000 p.a. | INR 36,000 p.a. |

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

J. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year;
3. The excess of rent paid over 10% of salary

2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

| Population of City as per 2001 census where Accommodation is provided | Where the Accommodation is owned by the Employer | Where the Accommodation is taken on lease or rent by the Employer |
|---|--|---|
| Exceeding 25 lakhs | 15% of Salary in respect of the period during which the accommodation is occupied by the Employee | 1. 15% of Salary; or 2. Lease rent (paid or payable) by the Employer, whichever is less |
| Exceeding 10 lakhs but not exceeding 25 lakhs | 10% of the Salary in respect of period during which the accommodation is occupied by the Employee | |
| Any other | 7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee | |

k. Insurance

1. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

| Fixed Pay (Base Pay + Choice Pay) | Sum Assured | Mandatory Debit (per annum) |
|---|---------------|-----------------------------|
| Up to INR 24,99,975 | INR 25 Lakhs | INR 4,794 |
| From INR 24,99,975 to below INR 49,99,975 | INR 50 Lakhs | INR 17,679 |
| From INR 49,99,975 to below INR 74,99,975 | INR 75 Lakhs | INR 26,520 |
| INR 74,99,975 and above | INR 100 Lakhs | INR 36,167 |

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

| Level | Family Definition | Benefits of Mandatory Coverage |
|--|--|--|
| B to F: Company's Management Medical Scheme | Self, Spouse, 3 dependent children (up to 25 years) | Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme) |
| | Dependent parents | Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs |
| | | <ol style="list-style-type: none"> Hospitalization room category up to Deluxe Single AC Room Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) Full time Retainers shall be covered as per commitment / joining terms For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association |
| G to Below: Group Mediclaim Policy | Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents | Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs |
| | | <ol style="list-style-type: none"> Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room Sub limit of Maternity benefit (for first three children) up to INR 50,000 Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments) |

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional** Medical floater cover of INR 5 Lakhs

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company.
- ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

03. DUTIES AND RESPONSIBILITIES:

- i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.
- ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

- iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.
- v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.
- vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas (whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

- vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.
- xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.
- xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

- xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. Employment At-Will: You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. Superannuation: In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. Absenteeism: If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence.

iv. Medical Fitness: The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. Notice Period: Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving notice in writing or payment of Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving notice in writing or by payment of Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of , without any pay in lieu of the notice period.

vi. Termination for Misconduct: Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

- i. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.
- ii. **Rules, Regulations and Policies on Ethics:** You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.
 - a. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
 - b. You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
 - c. Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.
- iii. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - a. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
 - b. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
 - c. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
 - d. For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
 - e. Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

- iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- x. **Travel:** You shall make your own transport arrangements to and from the place of work.
- xi. **Documentation:** Please submit the following documents, if not submitted earlier:
- Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - Three copies of your recent passport size photographs with blue background.
 - Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. **Severability:** If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. **Non Waiver:** No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Barsha Sahoo

Signature:

Date: 30 Nov 2022

Date: 30 Nov 2022

Page 19 of 19



Offer: Computer Consultancy
Ref: TCSL/DT20195888595/Kolkata
Date: 15/01/2020

Ms. Shilpa Jana
Plot No.12,Near Jagganath Temple, Sailashree Vihar, BhubaneswarSailashree Vihar,
Sailashree Vihar,
Bhubaneswar-751021,
Odisha.
Tel# 91-6204769286

Dear Shilpa Jana,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,100/-** per month.

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TCSL/DT20195888595

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - 8F/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

Registered Office: Kirtal Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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2

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - 11F/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6698 1000 Fax: 91 33 6626 6001 Website: www.tcs.com

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

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

Loans

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

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - 1/F/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33-6688 1000 Fax: 91 33 6636 4001 Website: www.tcs.com

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

TCS Careers Service: set 1800 2079 3111 Email: careers@tcs.com



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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Training Period

You will be required to undergo class room and on the job training in the first twelve



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

3. Working Hours

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

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Service Agreement

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

10. Overseas International Assignment Agreement

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

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

11. Terms and Conditions

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

12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



18. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)



*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

19. TCS Xperience Program

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

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

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

20. Letter of Appointment

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

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|------------------|
| Name | Shilpa Jana |
| Designation | Graduate Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 7,100 | 85,200 |
| Bouquet Of Benefits # | 6,332 | 63,980 |
| 2) Performance Pay | | |
| Monthly Performance Pay | 1,500 | 18,000 |
| 3) Annual Components/Retirals | | |
| Health Insurance*** | NA | 4,000 |
| Provident Fund | 852 | 10,224 |
| Gratuity | 341 | 4,098 |
| ESI Contribution## | | 7,656 |
| Total of Annual Components & Retirals | 1,194 | 18,322 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 15,126 | 1,93,158 |

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

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

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|--------------|---------------|
| House Rent Allowance | 2,840 | 34,080 |
| Leave Travel Assistance | 592 | 7,100 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 1,400 | 16,800 |
| GROSS BOUQUET OF BENEFITS | 5,332 | 63,980 |



Annexure 2

| | |
|---|--|
| <p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p> | <p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p> |
| <p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAIKA INDUSTRIAL ESTATE, RATIA, Bhubaneswar - 751024</p> | <p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumeran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p> |
| <p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p> | <p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th Floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 300, UP</p> |
| <p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p> | <p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p> |
| <p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bengarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p> | <p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700150, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p> |
| <p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p> | <p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p> |
| <p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-SEZ, Nagpur, Telhara, Maharashtra 441108,</p> | <p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p> |
| <p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p> | |



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



Offer: Computer Consultancy
Date: 15/01/2020

Mr. Rajnandini Swain
Qr No - IV R 1712,
Road No - 8, Unit - 2,
Ashok Nagar, BBSR,
Odisha - 751001
Tel# 91-9658616950

Dear Rajnandini Swain,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade YG. Your gross salary including all benefits will be ₹1,93,158/- per annum, as per the terms and conditions set out herein.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹7,100/- per month.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - 85/12, New Town, Rajarhat, Kolkata - 700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 401021

TCS Career Services: 1800 209 3311 Email: career@tcs.com



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 7A, EcoSpace, Plot - 3F/12, New Town, Rajinagar, Kolkata-700155, West Bengal, India

Tel: 91 33 6698 1000 Fax: 91 33 6626 6001 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Bandra Kurla Complex, Mumbai-400 021

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

Loans

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

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - 3/F/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6627 6201 Website: www.tcs.com

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

TCS Careers Service line: 1800 200 1111 Email: careers@tcs.com



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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/voke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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Tel: 91 33 6650 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

Registered Office: Nand Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Career Services Line: 1800 209 3111 Email: careers@tcs.com



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

3. Working Hours

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

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Service Agreement

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

10. Overseas International Assignment Agreement

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

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

11. Terms and Conditions

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

12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



18. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)



- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

19. TCS Xperience Program

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

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

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

20. Letter of Appointment

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

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|------------------|
| Name | Rajnandini Swain |
| Designation | Graduate Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 7,100 | 85,200 |
| Bouquet Of Benefits # | 5,332 | 63,980 |
| 2) Performance Pay | | |
| Monthly Performance Pay | 1,500 | 18,000 |
| 3) Annual Components/Retirals | | |
| Health Insurance*** | NA | 4,000 |
| Provident Fund | 852 | 10,224 |
| Gratuity | 341 | 4,098 |
| ESI Contribution## | | 7,656 |
| Total of Annual Components & Retirals | 1,194 | 18,322 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 15,126 | 1,93,158 |

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

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

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|--------------|---------------|
| House Rent Allowance | 2,840 | 34,080 |
| Leave Travel Assistance | 592 | 7,100 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 1,400 | 16,800 |
| GROSS BOUQUET OF BENEFITS | 5,332 | 63,980 |



Annexure 2

| | |
|--|---|
| <p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007.</p> | <p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p> |
| <p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue: Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES- SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDARA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024.</p> | <p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p> |
| <p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122002, Haryana</p> | <p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201309,UP</p> |
| <p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House,G.S. Road, Dispur,Guwahati - 781006,Assam</p> | <p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Narayankurda, Hyderabad</p> |
| <p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169 A, Super Corridor, Village Tigaiya Badshah & Bada Bangarda, Tehsil Harod, Indore - 452018, Madhya Pradesh</p> | <p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Koushik 1R building, 2nd Floor, Plot - 116/12, New Town, Rajarhat, Kolkata - 700150, West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p> |
| <p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark . Kakkanad, Kerala 682042</p> | <p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p> |
| <p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108.</p> | <p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rallu Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p> |
| <p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O, Trivandrum - 695581, India</p> | |



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



Offer: Computer Consultancy
Date: 15/01/2020

Mr. Sweta Sucharita Das
At - Kendrapara, Tangi,
Po - Kairapari, Dist - Cuttack,
Pin - 754022
Tel# 91-8249544288

Dear Sweta Sucharita Das,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade YG. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,100/-** per month.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building TA, EcoSpace, Plot - 35/12, New Town, Rajarhat, Kolkata-700136, West Bengal, India

Tel: 91 22 6688 1000 Fax: 91 22 6636 6001 WebSite: www.tcs.com

Registered Office: Nariman Building, 9th Floor, Nariman Point, Mumbai-400021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - 8F712, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6655 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

Registered Office: Narvesh Building, 19th Floor, Narvesh Point, Marrow-400021

TCS Career Services Line: 1-800-209-3111 Email: careers@tcs.com



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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

Loans

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

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

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

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace Plot - 8F/2, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 22 6699 1000 Fax: 91 22 6666 6021 Website: www.tcs.com

Registered Office: Nimble Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Career Service Line: 1800 208 3111 Email: careers@tcs.com



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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/ revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - 85/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 22 6060 1000 Fax: 91 22 6834 6001 Website: www.tcs.com

Registered Office: Nimrod Building, 9th Floor, Nariman Point, Mumbai-400 021

TCS Careers Service Line: 1800 209 3333 Email: careers@tcs.com



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

3. Working Hours

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

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Service Agreement

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

10. Overseas International Assignment Agreement

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

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

11. Terms and Conditions

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

12. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your



day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

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

16. Employment of Non Indian Citizens

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

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



18. Submission of Documents

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

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

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)



- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

19. TCS Xperience Program

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

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

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

20. Letter of Appointment

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

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

| | |
|----------------|---------------------|
| Name | Sweta Sucharita Das |
| Designation | Graduate Trainee |
| Institute Name | Others |

Table 1: Compensation Details (All Components in INR)

| Component Category | Monthly | Annual |
|---------------------------------------|---------------|-----------------|
| 1) Fixed Compensation | | |
| Basic Salary | 7,100 | 85,200 |
| Bouquet Of Benefits # | 5,332 | 63,980 |
| 2) Performance Pay | | |
| Monthly Performance Pay | 1,500 | 18,000 |
| 3) Annual Components/Retirals | | |
| Health Insurance*** | NA | 4,000 |
| Provident Fund | 852 | 10,224 |
| Gratuity | 341 | 4,098 |
| ESI Contribution## | | 7,656 |
| Total of Annual Components & Retirals | 1,194 | 18,322 |
| Retention Incentive | NA | 0 |
| TOTAL GROSS | 15,126 | 1,93,158 |

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

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

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

| Component Category | Monthly | Annual |
|----------------------------------|--------------|---------------|
| House Rent Allowance | 2,840 | 34,080 |
| Leave Travel Assistance | 592 | 7,100 |
| Food Card | 500 | 6,000 |
| Personal Allowance | 1,400 | 16,800 |
| GROSS BOUQUET OF BENEFITS | 5,332 | 63,980 |



Annexure 2

| | |
|--|--|
| <p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p> | <p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 3, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p> |
| <p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venues-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 95, CHANDNIKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p> | <p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, (NH8, Sholinganallur, Chennai), Tamil Nadu 600119</p> |
| <p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p> | <p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Gamy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p> |
| <p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.K. Road, Dikpur,Guwahati - 781006,Assam</p> | <p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p> |
| <p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 160-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tetsil Halod, Indore - 452018, Madhya Pradesh</p> | <p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - 11F/12, New Town, Rajarhat, Kolkata - 700150, West Bengal OR Auditorium,2nd Floor, Wanders Building,Delta Park - Lords</p> |
| <p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 692042</p> | <p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606</p> |
| <p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p> | <p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Baliv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p> |
| <p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India</p> | |



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

10. General

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

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

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

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



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

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



06 Jul, 2020

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

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

Dear **Etisha Basantara**,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.06 17:49:54 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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W : wipro.com
C : LS2702KA1845PLU020800

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Endorsement

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

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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India

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on / /

Name: _____

Signature: _____ Date: / /

Place: _____

Registered Office:

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ANNEXURE I

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

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

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

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

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

Name:

Date: ___/___/___

Signature.....

Registered Office:

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Doddakannelli
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Bangalore 560 035
India

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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

Registered Office:

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Sarjapur Road
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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

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

Name:

Date: / /

Signature:.....

Registered Office:

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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06 Jul, 2020

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

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

Dear **Abhisek Kumar Dutta**,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.06.17:19:54 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Bengaluru 560 035 W : wipro.com
India C : LL32162KAT9A5PLOC28800

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Endorsement

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

Signature:

Date:

Registered Office:

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Bengaluru 560 006 W : wipro.com
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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 80 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on ___/___/___

Name: _____

Signature: _____ Date: ___/___/___

Place: _____

Registered Office:

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ANNEXURE I

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

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

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

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

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

Name: _____

Date: / /

Signature.....

Regulatory Office:

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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

Registered Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

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

Name:

Date: / /

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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06 Jul, 2020

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

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

Dear **Amit Kumar Sia**,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.06 17:49:54 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office

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Endorsement

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

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course:

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

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

Registered Office:

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on / /

Name: _____

Signature: _____ Date: / /

Place: _____

Registered Office:

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ANNEXURE I

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

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

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

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

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

Name:

Date: / /

Signature.....

Registered Office:

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Sarjapur Road
Bengaluru 560 036
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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

Registered Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

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

Name:

Date: ___/___/___

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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06 Jul, 2020

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

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

Dear **Asifa Afrin**,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.06 17:54:54 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Endorsement

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

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

Registered Offices:

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP, as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on __/__/__

Name: _____

Signature: _____ Date: __/__/__

Place: _____

Registered Office

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ANNEXURE I

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

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

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

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

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

Name:

Date: / /

Signature.....

Registered Office:

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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

Registered Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

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

Name:

Date: / /

Signature:.....

Registered Office:

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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06 Jul, 2020

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

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

Dear **Biswajit Panda**,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.06 17:49:54 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Endorsement

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

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on __/__/__

Name: _____

Signature: _____ Date: __/__/__

Place: _____

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ANNEXURE I

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

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

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

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

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

Name:

Date: ___/___/___

Signature.....

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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

Registered Office:

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ANNEXURE - II

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

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

Name:

Date: / /

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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06 Jul, 2020

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

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

Dear **D.Suman**,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.06 17:49:54 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Endorsement

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

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on ___/___/___

Name: _____

Signature: _____ Date: ___/___/___

Place: _____

Registration Office:

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ANNEXURE I

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

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

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

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

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

Name:

Date: / /

Signature.....

Registered Office:

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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

Registered Office:

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Deedekannal F: +91 (80) 2844 0084
Srijeppur Road E: hr@wipro.com
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India C: IL32362HA1946PLCC20900

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE - IV

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

Name:

Date: / /

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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06 Jul, 2020

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

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

Dear **Khushbu Kumari**,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.06 13:42:34 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registration Office:

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Endorsement

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

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on __/__/__

Name: _____

Signature: _____ Date: __/__/__

Place: _____

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ANNEXURE I

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

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

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

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

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

Name:

Date: / /

Signature.....

Registered Office:

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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

Registered Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

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

Name:

Date: / /

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Registered Office

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03 Jul, 2020

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

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

Dear **Tanmay Kumar Moharana**,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.03 20:14:48 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Endorsement

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

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have wilfully suppressed any material information.

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsource venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on ___/___/___

Name: _____

Signature: _____ Date: ___/___/___

Place: _____

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ANNEXURE I

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

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

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

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

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

Name:

Date: ___/___/___

Signature.....

Registered Office:

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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

Registered Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

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

Name:

Date: ___/___/___

Signature:.....

Registered Office:

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Registered Offices

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03 Jul, 2020

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

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

Dear Pabitra Das,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.03 20:14:46 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Endorsement

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

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

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- xii. WLP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WLP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WLP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WLP and partnering institution from time to time , strict action will be taken and the decision of the WLP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WLP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on ___/___/___

Name: _____

Signature: _____ Date: ___/___/___

Place: _____

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ANNEXURE I

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

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

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

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

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

Name:

Date: ___/___/___

Signature.....

Registered Office:

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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

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

Name:

Date: ___/___/___

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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03 Jul, 2020

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

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

Dear **Pinky Kumari Sahani**,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.03 23:14:46 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Endorsement

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

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

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The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class-Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

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

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

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

7. Conflict of Interest:

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

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. Confidentiality:

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

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on ___/___/___

Name: _____

Signature: _____ Date: ___/___/___

Place: _____

Registered Office:

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ANNEXURE I

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

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

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

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

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

Name:

Date: / /

Signature.....

Registered Office:

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ANNEXURE II

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

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

Name:

Date: / /

Signature:.....

Registration Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

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ANNEXURE – IV

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

Name:

Date: / /

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies. -> India->My Travel>Transfer Policy-Team Rainbow.

- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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03 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear **Rasmidutta Mishra**,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.03 23:14:46 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" (PRP) that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table lists down your scholarship details:

| Period | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First year | 15000 | 488 | 15,488/- (*) |
| Second year | 17000 | 553 | 17,553/- (*) |
| Third year | 19000 | 618 | 19,618/- (*) |
| Fourth year | 23000 | 0 | 23,000/- (*) |

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

Registered Officer

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure.
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on ___/___/___

Name: _____

Signature: _____ Date: ___/___/___

Place: _____

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes;

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: / /

Signature.....

Registered Office:

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: / /

Signature:.....

Registered Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name:

Date: / /

Signature:.....

Registered Office:

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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03 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear **Satyaki Ranjan Patra**,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR,
Date: 2020.07.03 22:14:46 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office:

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Bangalore 560 085
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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" (PRP) that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **Rs 2, 00,000** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table lists down your scholarship details:

| Period | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First year | 15000 | 488 | 15,488/- (*) |
| Second year | 17000 | 553 | 17,553/- (*) |
| Third year | 19000 | 618 | 19,618/- (*) |
| Fourth year | 23000 | 0 | 23,000/- (*) |

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 5 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have wilfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc, belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on / /

Name: _____

Signature: _____ Date: / /

Place: _____

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: / /

Signature.....

Registered Office:

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: / /

Signature:.....

Registered Office:

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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ANNEXURE - IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name:

Date: / /

Signature:.....

Registered Office:

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 6,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro->My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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03 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear **Subhasish Nayak**,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.03 09:14:46:157
Reason: Campus Offer Letter
Location: Bengaluru

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India C : 132102KA1045PL0020800

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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office:

Wipro Limited
Dadokanahalli
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Bengaluru 560 035
India
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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" (PRP) that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table lists down your scholarship details:

| Period | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First year | 15000 | 488 | 15,488/- (*) |
| Second year | 17000 | 553 | 17,553/- (*) |
| Third year | 19000 | 618 | 19,618/- (*) |
| Fourth year | 23000 | 0 | 23,000/- (*) |

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months.

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's* (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on ___/___/___

Name: _____

Signature: _____ Date: ___/___/___

Place: _____

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that "Personal Information" means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: ___/___/___

Signature.....

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: ___/___/___

Signature:.....

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name:

Date: / /

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel> Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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03 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear **Sunil Kumar Sahoo**,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.03 23:14:28 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Bengaluru 560 035 W : wipro.com
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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature: _____

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" (PRP) that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **Rs 2, 00,000** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table lists down your scholarship details:

| Period | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First year | 15000 | 488 | 15,488/- (*) |
| Second year | 17000 | 553 | 17,553/- (*) |
| Third year | 19000 | 618 | 19,618/- (*) |
| Fourth year | 23000 | 0 | 23,000/- (*) |

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work.
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on ___/___/___

Name: _____

Signature: _____ Date: ___/___/___

Place: _____

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: ___/___/___

Signature.....

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: / /

Signature:.....

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WLP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name:

Date: / /

Signature:.....

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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03 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear **Suwendu Shekhar Samal**,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.03 23:14:48 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Offices

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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" (PRP) that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **Rs 2, 00,000** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table lists down your scholarship details:

| Period | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First year | 15000 | 488 | 15,488/- (*) |
| Second year | 17000 | 553 | 17,553/- (*) |
| Third year | 19000 | 618 | 19,618/- (*) |
| Fourth year | 23000 | 0 | 23,000/- (*) |

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc, belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on __/__/__

Name: _____

Signature: _____ Date: __/__/__

Place: _____

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: / /

Signature.....

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: / /

Signature:.....

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

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ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name:

Date: / /

Signature:.....

Registrar's Office:

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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03 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear **Swayamprabha Swain**,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.03 23:14:46 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office:

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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" (PRP) that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of **Rs 2, 00,000** per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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The below table lists down your scholarship details:

| Period | Scholarship | ESI | Consolidated Scholarship (INR Per Month) |
|-------------|-------------|-----|--|
| First year | 15000 | 488 | 15,488/- (*) |
| Second year | 17000 | 553 | 17,553/- (*) |
| Third year | 19000 | 618 | 19,618/- (*) |
| Fourth year | 23000 | 0 | 23,000/- (*) |

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsource venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (Virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on __/__/__

Name: _____

Signature: _____ Date: __/__/__

Place: _____

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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2009)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name:

Date: / /

Signature.....

Registered Office:

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: / /

Signature:.....

Registered Office:

Wipro Limited T : +91 (80) 2344 0011
Doddabannur F : +91 (80) 2944 0054
Sarjapur Road E : info@wipro.com
Bangalore 560 085 W : wipro.com
India C : L32102NAT345FL0320800

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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

Registered Office:

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Dodda Kanenalli
Banjara Road
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T : +91 (80) 2844 0011
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C : L22102KA19AGPLC0100000

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ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name:

Date: / /

Signature:.....

Registered Office:

Wipro Limited
Doddabannehalli
Sarjapur Road
Bangalore 560 035
India

T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102K61945FLQ320600

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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Registered Office:

Wipro Limited
Doddakannali
Srijeepur Road
Bengaluru 560 055
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मिटस जैव प्रौद्योगिकी संस्थान MITS SCHOOL OF BIOTECHNOLOGY

LIST OF STUDENTS PROGRESSED TO HIGHER EDUCATION

A.Y - 2019-20

| SN | Name of Student | Program graduated from | Name of institution joined | Name of program admitted |
|----|-----------------------|------------------------|----------------------------------|--------------------------|
| 1 | DIPTIMAYEE MALLIK | M.Sc Biotechnology | Acharya Nagarjuna University | B.Ed. |
| 2 | ISHA SHARMA | B.Sc.Biotechnology | D Y Patel University , Mumbai | M.Sc Biotechnology |
| 3 | LAGNA CHOUDHURY | B.Sc.Biotechnology | Lovely Professional University | M.Sc. In Biotechnology |
| 4 | MONALISHA SWAIN | BCA | College of Engineering, BPUT | MCA |
| 5 | P. RUTUPARNA | B.Sc.Biotechnology | REVA University | M.Sc. In Biotechnology |
| 6 | PRATYUSH RANJAN NAHAK | B.Sc.Biotechnology | Berhampur University | M.Sc. In Marine Biology |
| 7 | PRIYA | B.Sc.Biotechnology | Banasthali Vidyapith , Rajasthan | M.Sc Biotechnology |
| 8 | SOUMYA NIBEDIT SAHOO | B.Sc.Biotechnology | VIT , Vellore | M.Sc Biotechnology |
| 9 | SWETALEENA MISHRA | M.Sc.Biotechnology | CUTM | Ph.d |

DIRECTOR

MITS School of Biotechnology
Bhubaneswar

A.Y - 2019 -2020

ACHARYA NAGARJUNA UNIVERSITY
1949



PROVINCIAL CERTIFICATE

The undersigned, **DR. SURESH K. REDDY**, M.A., M.P.H., M.D.,
Principal, Acharya Nagarjuna University, Nellore, Andhra Pradesh,
has the pleasure to certify that **DR. SURESH K. REDDY**, M.A., M.P.H., M.D.,
has been awarded the **B.A. (Hons.)** degree in the **English** branch
of the **B.A. (Hons.)** course for the year **2019-2020** of the
Department of English.

Name of Candidate: **DR. SURESH K. REDDY** Roll No. **192019001**
Date of Declaration of Results: **19/12/2019**

| | | | |
|----------|--------------|-------|-----|
| Roll No. | 192019001 | Grade | A |
| Class | B.A. (Hons.) | Year | 1st |


Date of Publication of Results: **19/12/2019**




Done in the presence of the Council at the end of the year.
The candidate will be given only **SEAT** card.

Principal,
Acharya Nagarjuna University,
Nellore, Andhra Pradesh.

Dr. Suresh K. Reddy
The Director of Examinations


 **D Y PATIL**
UNIVERSITY
SCHOOL OF
BIOTECHNOLOGY &
BIOINFORMATICS
KARVE NAGAR

Name : ISHA SHARMA
Course : M. Sc. Genetic Engineering
Roll No. : M.Sc.GE-20002
DOB : 21.11.1999
Bld Gr. : O+Ve
Valid From June 2020 Valid Upto May 2022
MyOY ID : ish.sha.bt20@dypatil.edu





(Director's Signature)

Batch : 2020
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Plot No. 1581/1, Near Kit
Jagannath Temple, Kit Campus -
10, Bhubaneswar, Khordha,
Odisha

Res. No : 7667017537



Valid upto: 01/07/2022
(Withdrawn earlier)



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA



PROVISIONAL GRADE SHEET

Regd. No. : 2005219015
Name : MONALISHA SWAIN
Course/ Branch : MASTER IN COMPUTER APPLICATION (2 Yrs)
College : COLLEGE OF ENGINEERING, BHUBANESWAR



| Semester: SE 1 | | | |
|----------------|------------------------------|--------|-------|
| Subject Code | Subjects Registered | Credit | Grade |
| MCA01001 | Discrete Mathematics | 3 | C |
| MCA01002 | Computer System Architecture | 3 | E |
| MCA01003 | C and Data Structure | 3 | O |
| MCA01004 | Operating System | 3 | A |
| MCA01005 | Database Engineering | 3 | A |
| MCA01006 | Data Structure Using C Lab | 2 | O |
| MCA01007 | Operating System Lab | 2 | E |
| MCA01008 | Database Engineering Lab | 2 | O |

| Semester: SE 2 | | | |
|----------------|--|--------|-------|
| Subject Code | Subjects Registered | Credit | Grade |
| MCA02001 | Computer Networks | 3 | B |
| MCA02002 | Analysis and Design of Algorithms | 3 | A |
| MCA02003 | Object Oriented Programming Using JAVA | 3 | O |
| MCA02004 | Object Oriented Analysis & Design | 3 | E |
| MCA02005 | Internet and Web Programming | 3 | O |
| MCA02006 | JAVA and Python Programming Lab | 2 | O |
| MCA02007 | Computer Networks Lab | 2 | O |
| MCA02008 | Algorithm Design Lab | 2 | O |

SGPA(SE1): 8.62

SGPA(SE2): 9.14

Promotional Status: Pass


CGPA(SE2): 8.88

Equivalent Percentage of Mark=(CGPA-0.50)X10

Equivalent Percentage:- 83.80

The Medium of Instruction is English.

Date of Publication :28-10-2022


Director, Examinations



REVA
UNIVERSITY

Bengaluru, India

*We, the Visitor, the Pro-Visitor, the Chancellor, the Vice-Chancellor,
the Members of Board of Governors and the Academic Council of
the University hereby certify that*

P RUTUPARNA

has been duly admitted to the Degree of

**Master of Science
(Biotechnology)**

*in recognition of the fulfillment of the requirement
for the said degree in the year 2022.*

Register No. : R20MBE28; Class: First Class with Distinction

Given under the seal of the University



Date: 09-11-2022

Place: Bengaluru

[Signature]
Vice-Chancellor

1002904



Berhampur University

No. BUA 029074

BERHAMPUR, BERHAMPUR - 760 007 (ODISHA)

MARKS / GRADE SHEET

Examination: **PLANT PHYSIOLOGICAL BIOLOGY**

Semester: **1st Semester**

Month & Year: **JULY-2002**

Name: **PRATYAKSHI KUNWAR SONAR**

Roll No.: **RD 1421**

P.G. Department/
College: **P.G. DEPARTMENT OF BOTANY, BERHAMPUR UNIVERSITY**

Registration No.: **40676/2000**

| Course Name | Maximum Marks | Marks Obtained | Courses Credits | Grade Awarded |
|---|---------------|----------------|-----------------|---------------|
| FUNDAMENTALS OF REMOTE SENSING HIS-SEMESTER | 50 20 | 25 10 | 4 | C |
| APPLICATION OF REMOTE SENSING TO OCEANOGRAPHY HIS-SEMESTER | 50 20 | 25 17 | 4 | D |
| PRACTICAL | 100 | 29 | 4 | A |
| PHYSIOLOGY & BIOCHEMISTRY HIS-SEMESTER | 50 20 | 27 14 | 4 | A |
| INSTRUMENTATION TECHN., ANALYTICAL & PRACTICAL | 100 | 32 | 4 | A |
| TOTAL: | 500 | 267 | | |
| 1st Semester Mark | 500 | 266 | | |
| 2nd Semester Mark | 500 | 289 | | |
| 3rd Semester Mark | 500 | 292 | | |
| GRAND TOTAL | 2000 | 1446 | | |
| Total | | | | |

Total Marks in words :

ONE FOUR NINE SIX

Result: **A** GRADE

SGPA: **7.00**

CGPA: **7.30**

17-09-2002
Date:

Kneels
Administrative Officer
Principal, Berhampur P.G. Council
BERHAMPUR UNIVERSITY

Archer
Verified

Sanku
Controller of Examinations



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Banasthali Vidyapith

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प्रिया

PRIYA

M.Sc.(Biotechnology)

D/o : Smt. Pramila Kumari

Sh. Arbind Kumar Singh



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Vellore Institute of Technology,

Vellore - 632 014, Tamil Nadu, India

Ph: 0416 224 3091, Fax: 0416 224 3092

Address:

CO-ARUNA SAHOO RATNAPURBAINA ITSMATI
RATNAPURBAINA, ITAMATI, KAYAGALLI-620008
TIRUPPUR, INDIA

Contact No: 9776300908

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OFFER LETTER

Letter No:CU/TMO/Reg/OB/96/2023

Date: 03.03.2023

To,

Snehlata Mishra
Dept. of Biotechnology
CU/TM, HNSR Campus

On the basis of your annual review and subsequent interviews, the Vice-Chancellor is pleased to approve the admission in to Ph. D. programme for the academic session 2022-23 under the category of Full-time Research Scholar on a fixed monthly stipend of Rs. 28000/- (Twenty-eight thousand only) on the following terms and conditions. The scholarship will be applicable from 01st March 2023 onwards.

1. The duration of the full-time category is three years from the date joining. Please note that your engagement is purely contractual. It may be extended another one year depending on your performance and research outputs.
2. You will report at Carfax University of Technology and Management (CU/TM, HNSR campus) and work under the supervision of Dr. Ranjan Kumar Sahoo, Associate Professor, Dept. of Biotechnology, CU/TM, HNSR Campus.
3. You will be engaged in R&D, teaching and other learning activities. You are required to follow the work and research policy and lab ethics as applicable to other CU/TM research scholars and follow instructions from the supervisor.
4. Depending on your performance which will be reviewed periodically, the research committee may decide to convert you to part-time student as and when required.
5. You may avail 15 days (paid leave) in a year.
6. You are required to follow the University timings and give business, academic, mandatory, or working days at the University.
7. You are required to publish three papers in refereed journals (must be reflected in SCOPUS author search ID) to be done jointly with your supervisors. You will be the first author in all publications and your affiliation should be Carfax University of Technology and Management, Odisha.



8. You are bound by all the rules prescribed by the UoT.
9. Monthly performance report has to be submitted to the supervisor for release of stipend.
10. You are required to give a quarterly progress seminar based on your research work.
11. You may use University hostel facility (single person only).
12. While discharging your duties as full-time Research Scholar at CU/TM, you will not engage yourself in any work, directly or indirectly, for remuneration or any remuneration.
13. If any declaration given or information furnished by you, proves to be false and is found that you have willfully suppressed any information, your engagement with the University can be cancelled without notice.
14. In the matter of any dispute, the decision of the Vice-Chancellor shall be final and binding.
15. All rules and regulations applicable to students of the University are also applicable to you.

As a token of your acceptance of all the terms and conditions, please sign the duplicate copy of the letter and return to Dr. Kamal Kumar Datta, (Coordinator, Full-time Scholar).

Anita Patra

Registrar

REGISTRAR

Centurion University of
Technology

GD-1112

Copy to

1. Dr. Rajan Kumar Sahoo, Associate Professor, Dept. of Biotechnology, CU/TM, Bhubaneswar Campus.
2. Quality Assurance Cell
3. Adm/Os (CU/TM & UoT)
4. Librarian, CU/TM
5. Accounts Section (CU/TM & UoT)
6. Office of the Vice-Chancellor