



HRD/2T/21-22/1001980149

July 29, 2021

Ms. Varsha K V
Candidate ID: 1001980149
Kunnathuparambil (H)
Vennoor
Thrissur - 680741
Kerala
India
Ph: (91) 82815 26830

Dear Varsha,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **November 15, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** will be **INR 222972** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



HRD/2T/21-22/1001987223

July 29, 2021

Ms. Vibiya Wilson
Candidate ID: 1001987223
265
Puthussery(H) Cheruvaloor (P.O)Kulayidam,Koratty
Thrissur - 680308
Kerala
India
Ph: (91) 75618 64211

Dear Vibiya,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Operations Executive** in Job Level 2 with the company. Your DoJ is **January 31, 2022** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** will be **INR 222972** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20229763187/Bangalore/BPS/BTN
Date:15/03/2022

Dear Ms. Aleena Rose Thomas,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.



Government of India
Department of Atomic Energy
Indira Gandhi Centre for Atomic Research

Smt. Prabha M Das
Assistant Personnel Officer (R)
E-mail: aaor@igcar.gov.in
Website: www.igcar.gov.in

Homi Bhabha Building, 3rd Floor,
IGCAR, Kalpakkam – 603 102
Phone: 044 – 27480038

Ref: IGC/Rect/1(2)(4)/4/2017/ 376

September 9, 2020

To

KUM. JILL JACOB,
AKUNNATH HOUSE,
MALA P O, NEAR GOVT HOSPITAL,
MALA, VADAMA, THRISSUR,
KERALA, 680732

- *By Speed Post*



Madam,

With reference to your application against this Research Centre Advertisement No. 03/2018 and based on the performance in the online examination and stenography skill test, you are hereby offered an appointment to the post mentioned below:

Name of the post offered : **Stenographer Grade-III**
Basic pay on appointment : **Pay Matrix Level 4 Cell 1 (Rs.25,500/-)**

In addition to the pay indicated above, you will be entitled to draw such allowances as are admissible from time to time under the rules and orders of the Central Government as applicable to the employees of the Department of Atomic Energy.

2. Your appointment is purely temporary. You will be governed by Central Civil Services (Temporary Services) Rules, 1965 until you are confirmed in the entry grade.
3. You will be on probation for a period of one year from the date of your appointment in this Centre, which may be extended or curtailed at the discretion of the Competent Authority. A compulsory induction training is to be undergone by all direct recruitees joining the Department of Atomic Energy as prescribed in the Department of Personnel & Training OM No.28020/1/2010-Estt(C) dated 21.07.2014 and 30.10.2014. As per Department of Official Language OM No.13015/1/91-OL (D) dated 06.01.2005 you will be required to acquire requisite knowledge of

Hindi prescribed for your grade during the period of probation. During the probationary period, your services are liable to be terminated at any time without notice and without assigning any reasons therefor. After satisfactory completion of the probationary period also, your services are liable to be terminated by one month's notice or forthwith at any time without any reason being assigned. In case your services are terminated forthwith or by giving less than one-month's notice after the probationary period, you will be entitled to claim a sum equivalent to the amount of your pay plus allowances as admissible for one month or for the period by which the notice given falls short of one month, as the case may be. If you wish to resign your appointment, either during the probationary period, or thereafter, you should give one month's notice in writing, during which period your physical presence on duty would be necessary.

4. You are posted to work in the Indira Gandhi Centre for Atomic Research, Kalpakkam. But the appointment carries with it the liability to serve in any part of India/in any of the constituent units of the Department of Atomic Energy.

5. In accordance with CCS (Revised Pay) Rules, 2016, the increment in respect of an employee appointed during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed during the period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

6. Your appointment will be further subject to:

- i. Production of a certificate of fitness from the Medical Officer of this Centre / duly constituted medical board. You will also be periodically examined.
- ii. Submission of a declaration regarding your marital status. You should not have more than one living spouse.
- iii. Taking an oath of allegiance to the Constitution of India and an oath of secrecy.
- iv. Production of all original certificates as documentary evidence regarding date of birth, nationality, educational qualifications including all mark sheets, experience, community and one set of self-attested photocopies of all the certificates etc.
- v. Caste certificate in case you belong to Scheduled caste / Scheduled Tribe / Other Backward Classes. A candidate who claims to belong to one of the Other Backward Classes has to bring Caste Certificate issued by the Revenue Authorities in the prescribed format as laid down in Government of India O.M. No.36012/22/93-Estt.(SC) dated 22.10.1993, incorporating the resolutions issued from time to time up to the latest interalia specifically stating that the candidate does not belong to the



socially advanced sections excluded from the benefits of reservations for OBCs on Civil posts and services with “Creamy Layer” clause.

- a. “The appointment is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.”
 - b. “The appointment is provisional and is subject to the caste / tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste / Scheduled Tribe, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.”
- vi. A candidate will be considered as belonging to SC community only if he/she professes Hinduism/Sikhism/Budhism religion. If there is a change in the religion professed at any time during the service, the same should be intimated to this office immediately after such a change.
 - vii. An undertaking that you are not under bond obligation either in State Government / Central Government / Public Sector Undertakings.
 - viii. An undertaking to withdraw all your applications, if any for appointment / scholarship / fellowship / examination for admission to a service.
 - ix. An undertaking that you will not apply for any post or scholarship / fellowship or appear for any competitive examination without prior permission being obtained in writing from the competent authority.
 - x. An undertaking to the effect that you have / will not become a member of a Trade Union or Office bearer thereof any Industrial Organization [IGCAR is not an industrial Organization].
 - xi. You must give written declaration that you have not been / or not a member / sympathiser of any organization banned by the Government of India. If these statements were later found to be untrue you are liable to be discharged without notice and without assigning reasons.



xii. Production of certificate of relief from your employer in case you are already employed on the date of your joining this Centre.

7. You are required to join the National Pension System (NPS) from the date of your appointment.

8. This offer carries with it the obligation on your part to carry out allied / Complementary work that may be assigned to you from time to time by your superiors apart from the work directly connected with the post. Failure to discharge these duties would constitute sufficient, ground for initiating disciplinary action.

9. You are further subject to the rules and orders of the Government of India/this Centre for the time being in force.

10. Since DAE installations are declared as prohibited area, you are required to bring any of the following documents in original along with you for entering the IGCAR Campus:

- i. Aadhaar Card
- ii. Driving License,
- iii. Passport.
- iv. Voter Identity Card.
- v. PAN Card or Photo Identity Card issued by Educational Institution / any other Organisation.

11. If the above terms and conditions are acceptable to you, please communicate your acceptance in writing so as to reach this Centre on or before 12/09/2020 by email to aaor@igcar.gov.in failing which the offer will be deemed withdrawn and further action will be taken on the presumption that you have rejected the offer or not interested in the offer. In the event of not accepting the offer, the reason therefor may kindly be indicated for purpose of our records.

12. No request for offering a higher scale/rate of pay than that offered in this letter will be considered.

13. Subject to the above terms and conditions, if you are willing to take up the appointment, you may report to the undersigned positively latest by 23/09/2020 (between Tuesday and Friday), between 9:00 am and 11:00 am. You will have to undergo Medical Examination before appointment. At the time of reporting you should submit the original documents and self-attested copies mentioned at 6 (iv), (v), (vi) and (xii) above, and four passport size and three stamp size recent photographs.



14. If you fail to communicate your acceptance of the offer and report to the undersigned for your medical examination by the date shown in the Para 11 and 13 above, this offer will stand cancelled without any further reference to you. In case you need any extension of time to report for the medical examination, you may write to the undersigned sufficiently in advance, so that due consideration can be given to your request.

Best wishes!

Yours faithfully



Prabha M Das

Assistant Personnel Officer (R)

प्रभा एम.दास /PRABHA M DAS
सहायक कार्मिक अधिकारी (भर्ती)
Assistant Personnel officer (Recrt.)
भारत सरकार /Government of India
परमाणु ऊर्जा विभाग /Department of Atomic Energy
इंदिरा गांधी परमाणु अनुसंधान केंद्र
INDIRA GANDHI CENTRE FOR ATOMIC RESEARCH
कल्याणकम /Kalpakkam -603 102.

INDIRA GANDHI CENTRE FOR ATOMIC RESEARCH
KALPAKKAM - 603 102
Department of Atomic Energy
Government of India
Assistant Personnel Officer (Recd.)
सहायक कर्मचारी (आर्.पि.ओ.)
श्री प्र. जे. दास / PRABHA M DAS



ST. PAUL'S INTER COLLEGE

13, CANTT, SHAHJAHANPUR (M) 8765676568
E-mail: stpaulintercollege@yahoo.com Website www.stpaulshahjahanpur.org

STAFF ID CODE: 1859636



NAME : JISNA ANTONY
F/H/NAME : MR. ANTONY
DESIGNATION : PRT
ADDRESS : KOMBARAKA RAN(H) P.O. PULLUR
 : THURAVANKAD
MOB NO. : 6282554558

Modiq...
SIGN OF PRINCIPAL



KESSIYA CLEETUS

GMH204

PRE TRAINEE

**TRUST YOUR
HEALTH WITH US**



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219093140/Chennai/BPS/BTN
Date:02/12/2021

Dear Ms. Mariya Olivia,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

Private and Confidential
TCSL/DT20219093140

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
6th Floor III Phase, Spencer Plaza 769, Anna Salai, Chennai - 600 002, India
Ph.: +91 44 66164111 Fax 91 44 6616 4050 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>
Registered Office 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781

Sapins Farm Products Pvt.Ltd.

XI/260A, Kizhakkambalam, Ernakulam-683561
Tel: 0484 268 4400, 80860 99899 Mob: 8593 999 555
email: care@sapinsdairy.com, www. sapinsdairy.com

CIN-U01211KL2013PTC034423

GST NO : 32AATCS2659F1Z3

July 18, 2022

MS. Telma Mol M J

Training Order

Dear Telma mol,

We are delighted to offer you the position of **Trainee** in Accounts Department with our Organization. This position will be based out of Sapins Farm Products Pvt Ltd at Kakkanad. Your initial compensation package includes an annual salary of **Rs 1,44,000/- CTC (One Lakh Forty Four Thousand only)**

Your date of Joining would be **July 20th 2022**

Sapins Farm Products Pvt Ltd nurtures leaders while rapidly imagining the next big dairy story and realizing it in tangible form day after day, We live by the words **SPEED** and **IMAGINATION** in everything we do. Together, our singular aim is to delight the customer and give them the best world has to offer, at the best price.

Your training period would be for three months. You can avail the benefits of public holidays as listed in Sapins Farm Products Pvt Ltd' holiday list. Provident fund, ESIC, Gratuity benefits could be availed after successful completion of your probation period.

A detailed appointment letter will be issued on your date of joining us. Your appointment with us will be subject to your medical fitness and verification of credentials. You are requested to produce the documents mentioned on the checklists enclosed with this while joining.

Please sign a copy of this letter and return it as a token of acceptance and to indicate your acknowledgement of the discussion.

Enclosed:

1. Joining Check list

Enclosure I

Joining Check list

1. KYC
 - a. Identity – (Passport, Voter id, Aadhar or any govt approved identity)
 - b. Address Proof
 - c. Photo-(2)

2. Education
 - a. Self-attested copy of all qualification. (Original to be submitted for verification)
3. Experience
 - a. Self-attested Copy of Experience certificate
 - b. Relieving letter from last employer
4. Joining Report – A statement declaring date of joining

5. Statutory/other
 - a. PAN
 - b. Bank Account details

For Sapins Farm Products Pvt Ltd



Liya Elizabeth Mathew
HR Manager



PKJ Technologies Pvt Ltd



ALEENA E.D
APPRENTICE

Emp ID: TR062

Blood Group: A+

Emergency No: 9562226629

DATE: 07.07.2021

To:

Anuja Shaju
Elenjikkal House
P.O. kuruvilassery
Mala, 680732
Thrissur

CERTIFICATE OF EMPLOYMENT

This is to certify that Ms. Anuja Shaju is working with our company as a **Store Manager** during the period **25 October 2021 to till date**. She had been hardworking, punctual and honest throughout this period.

This certification is being issued upon her request for whatever purpose it may serve.

For and on behalf of
RS LOOMS (JUGALBANDHI)



Revathy Unnikrishnan
(Creative Director – CEO)



M: +91 9995217670



45/2432 C, Aysha Road, Ponnuruni
Vytilla P.O, Ernakulam - 682019
Kerala, India



hello@rslooms.com

04/10/2021

Ms Arya M S
Madathiparambil House, Pindani,
Puthenchira P O, Thrissur - 680682, Kerala.
Email: aryamshajil@gmail.com

Sub : Appointment Letter

Dear **Arya M S**,

Congratulations!!!

It is with great pleasure to offer you an Appointment as **Sales Coordinator** at M/s Noah Enterprises on the following terms and conditions.

Date of Joining: Your date of joining is **04th October, 2021** and you are posted at **Ernakulam**.

Salary : Your salary and other allowances shall be as per enclosed statement and marked as **Annexure “A”** You future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and at the discretion of the management and shall not be considered merely as a matter of right.

Job functions and responsibilities: Your job functions and responsibilities defined broadly in the enclosed Annexure and marked as **Annexure “B”**.

Leave: In addition to the designated public holidays as listed and approved by the Management, you shall be governed by the terms and conditions laid down in the Organization’s Leave policy. No type of leaves shall be allowed during probation. Any leave taken during probation shall be considered as Leave without pay, and accordingly salary shall be deducted.

Working Hours: Your services are on full time employment and you will be required to work such hours as may be specified from time to time. When work pressures demand it, you will be expected to work longer hours or on holidays. It is not the practice of the Organization to compensate its employees financially for work undertaken outside of any normal working hours.

Probationary Period: The confirmation of your services shall be guided by the Organization policy on the subject. During the probationary period, the Employee is not eligible for any paid time off or other benefits and the services may be terminated by giving a notice of 06 (six) days by either side without giving any reason thereof. Unless you are confirmed in writing, you will be deemed to be on probation even after the expiry of your probationary period. If you are not confirmed in writing at the end of your probationary period, your services will be deemed to have automatically come to an end without any further notice or notice pay.

Employment Benefits & Incentives: The Employee has the right to participate in any benefits plans offered by the Organization. Access to these benefits will only be possible after the probationary period has passed.

NOAH ENTERPRISES

Tax and Other Deductions Any tax obligations arising from the receipt of the above remuneration will be your personal liability. The Organization reserves the right to deduct all taxes and dues from your salary so required by government or municipal authorities and remit it to the concerned department if so warranted under any statute or circumstances. Any other mandatory deductions or contributions, such as, ESI, Provident fund etc., whichever and whenever applicable shall be deducted from your salary.

Duties and Transfer:

- i) You will perform duties assigned to you by the Management from time to time.
- ii) Your services will be liable to be transferred from one department to another, from one branch to another, from one division to another within the Organization at the sole discretion of the Management.

Medical Examination: Your appointment and continuation thereof, is subject to examination of mental and physical fitness by a doctor, either referred or appointed by the organization from time to time, or being advised by the Organisation accordingly.

Retirement Age: You shall retire from the services of the Organization on attaining 58 years of age or earlier if you are found physically or mentally unfit.

Breach of Trust: During the course of your employment / services, you will wholly devote / dedicate yourself to the work assigned to you, you shall not either directly or indirectly, engage in, or be interested in, any service or business or profession other than that of the Organization, Breach of this condition will entitle the Organization to terminate your employment.

Confidentiality: The position held by you is of a strictly confidential nature and you will maintain complete secrecy about the organization process or any data or confidential information, which you may come across during the course of your employment with us. You will also be expected to maintain confidentiality as regards the Terms & Conditions of your Appointment Letter.

Divulgence of these secrets to any person outside the organization during and after your services to our competitor or otherwise will result in immediate termination of your services. Needless to say that you will be provided with an opportunity to explain your side, should situation occur.

Organization Property: Any samples, brochures, drawing tools, gadgets and any other organization property, which you may receive during the course of employment, will be used with utmost care and would be produced for inspection when demanded. You will return any of the above, given to you during the course of your employment, at the time of separation from the organization.

Disciplinary Action: You will be required to fill such forms and reports, which will be designed and made applicable by the Management from time to time for the purpose of MIS activities. Delay or refusal in submission of these reports or negligent in the discharge of the duties or continued low & poor performance may lead to disciplinary action. Similarly, acts of misbehaviour, any bad or criminal record in the past, insubordination, immoral activities, given any false information at the time of your appointment and during the services will attract disciplinary action.

Management will be entitled to suspend you from service without notice or salary in the event of disciplinary action being initiated against you for misconduct and pending result of the same. In case you are found guilty of any misconduct, you will be liable to be dismissed from service with the

Organization without any notice or any payment in lieu of notice or can be given a lesser punishment, at the Management's sole discretion.


Notice Period: After confirmation, your services will be subject to termination by giving 15 (Fifteen) days' notice in writing, on either side or on payment of 15 (Fifteen) days Gross Salary in lieu of notice.

General Rules: All other conditions of your service will be governed by the law and rules applicable to the employees of your category at the place of your posting from time to time. The Organization has the sole right to change, modify, or alter any employment policy, which shall be made applicable to you and shall be informed individually during the time of implementation of the changes.

You are advised and required to know HR Policies and Administration rules of the organization.

Please sign the duplicate copy of this letter and return it to us in token of your acceptance of the above mentioned terms and conditions.

Truly yours,
For Noah Enterprises



Aleena Jerome
HR Department

I, _____ have read and understood the terms and conditions of employment mentioned in this letter of appointment and I hereby accept the aforesaid terms and conditions and agree to abide by the same.

(Signature)

Date:

Salary Structure of **Ms Arya M S** effective from October, 2021
Annexure "A"

Salary Break Up		
Earnings		
	Per year	Per Month
Basic Salary	48,000	4,000
HRA	19,200	1,600
Conveyance Allowances	19,200	1,600
Medical Allowances	15,000	1,250
Other Allowances	18,600	1,550
EPF (Employer's Contribution)	0	0
ESIC (Employer's Contribution)	0	0
Total CTC	1,20,000	10,000

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax, as applicable and mandatory employment deductions (State & other Taxes, Social Security, and Medicare).

Acceptance

I _____ have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same.

Accepted: _____

Date: _____

(Signature of an Employee)

Job functions and responsibilities

Annexure "B"

You are required to perform the duties and responsibilities related to your position at any division, department or section within the Organization and You will be responsible for the following key functions.

1. Provide sales and administrative support through various office duties such as answering the phone, making calls to vendors, managing calendars, scheduling site visits, etc.
2. Assist sales department and sales team with all sales department needs and prepare reports.
3. Assist with order processing and managing customer accounts.
4. Reporting on weekly basis or as & when required.
5. Respond to customer queries quickly and efficiently and attend sales calls.

Major Responsibilities:

1. Coordinate the sales team by managing schedules, filing important documents and communicating relevant information.
2. Ensuring the adequacy of sales-related equipment or material.
3. Respond to complaints from customers and give after-sales support when requested.
4. Handle the processing of all orders with accuracy and timeliness
5. Inform clients of unforeseen delays or problems
6. Assist in the preparation and organizing of promotional material or events.
7. Monitor the team's progress, identify shortcomings and propose improvements

You must be proactive and results driven delivering on commitments. You shall be rewarded a great salary, fantastic bonus, the opportunity to grow your career and travel to some exiting destinations.

Acceptance

I _____ have read and understood the terms and conditions mentioned in this letter of appointment and I hereby confirm unconditional acceptance of the same.

Accepted: _____ Date: _____

(Signature of an Employee)

NOAH ENTERPRISES



Realize Your Ambitions

HDFC bank Ltd.,
I-Think Techno Campus,
Building Alpha, Next to Kanjur
Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

Employee Code : 296909

Personal & Confidential

Date of Joining : Jun 27, 22

Name : MEGHA T M

Location : Thumboor

Dear MEGHA T M ,

Further to the interview & discussion you had with us, we are pleased to offer you as Sales Officer, in Retail Branch Banking(cost code: 291) at branch (1553), Thumboor on the following terms and conditions:

BAND : SO.

Basic Salary : 13500.00 Rs. /-pm

HRA : 2500.00 Rs. /-pm

Total : 16000 Rs. /-pm

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

www.hdfcbank.com

Regd.Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC080618



We understand your world

HDFC bank Ltd.,
I-Think Techno Campus,
Building Alpha,Next to Kanjur
Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

The details of your remuneration and benefits are given in Annexure.

1. Probationary Period:

- 1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.
- 1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

2. Notice Period:

- 2.1 In case you decide to leave the Bank's services during probation period, you will be required to give fifteen days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.
- 2.2 In case you decide to leave the Bank's services after confirmation, you will be required to give thirty days' notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by giving month's notice or Salary in lieu of notice.

3. Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to change these at its discretion.

4. Location & Transfer:

Your initial place of posting will be Thumboor. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

www.hdfcbank.com

Regd.Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC08O618



We understand your world

HDFC bank Ltd.,
I-Think Techno Campus,
Building Alpha,Next to Kanjur
Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

5. Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without an express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

6. Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

7. Termination of employment:

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/ Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination, suppression of facts, falsification of documents or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

8. Conditions Precedent:

- a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- b) The self-declaration given by you in respect of your medical fitness is in order.
- c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.
- d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result.(If applicable)
- e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.

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Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by return copy of this letter, duly signed by you, within two days of receipt. In case no confirmation is received within the above mentioned period the appointment letter shall be deemed to have been withdrawn.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

For HDFC Bank Limited

Ranga Subramanian

Vertical Head HR - Sales

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

Date: 27-06-2022

This is a system generated letter hence signature is embossed on the same.

www.hdfcbank.com

Regd. Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
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Marg Railway Station(East)
Kanjur Marg(E),
Mumbai-400 042

Annexure - A

Remuneration:

Basic Salary	Total Salary – HRA
HRA	Fixed
Total Salary	Basic Salary + HRA

Incentives:

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

Benefits:

- Total Medclaim cover of Rs.1,00,000/- for self and spouse (Parents and Children not covered).
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy.

I read & understand the Annexure – A



Signature of Applicant

Name: MEGHA T.M

Date: 27-06-2022

www.hdfcbank.com

Regd.Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC08O618

Important Note on Grooming Standards

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. **Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.**

Grooming standards for Men

Hair- Should be conservative, well maintained and cut short.

Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

Attire- Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige)

Shirts should be with full-length sleeves and worn with a tie (mandatory).

If the occasion so demands (formal function / business call to an important Corporate / Client etc.)

a blazer or suit appropriately chosen for the weather should be worn.

Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

Footwear- Leather laced shoes with socks and coordinated with the trousers and belt.

Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

Others- Neatly cut short nails, No ornaments except for obligatory ring or kada.

Grooming standards for Women

Hair- Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait

Indian formal wear: Indian saris, Salwar suits.

Western formal wear: Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

Attire- Formal shirts with formal trousers or skirts.

Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

Footwear- Leather sandals or sandals of similar material, Closed shoes, Shoes must be well coordinated with clothes.

Others- Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant

www.hdfcbank.com



From

04/02/2022

DASKALOS VIRTUAL ACADEMY PVT. LTD.

2ND FLOOR, 1 TATE LANE, RICHMOND ROAD CROSS,
BANGALORE -ASHOK NAGAR - PIN560025

To

Ms. Bidhu Balakrishnan

Sub: Offer Letter for Teacher

We are pleased to appoint you as **Grooming and Presentation Coordinator** in our organization. Details pertaining to your employment would be as below;

Salary:

Your annual CTC would be Rs.1,80,000 (One Lakh Eighty Thousand Indian Rupees only) inclusive of applicable tax, statutory deduction and allowances.

Probation/Confirmation:

You will be on Probation period for the first six months. Based on your performance your services will be confirmed with the company.

Once your employment is confirmed you can relieve from the company by serving one month's notice period. The company can also terminate your employment without providing any reasons what-so-ever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.

Absence for a continuous period of Five days without prior approval of your superior, (including overstay on leave / training) would result in you losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

Transfer & Posting:

Even though your first posting will be at Bangalore, during the course of the service, you shall be liable to be posted/ transferred anywhere to serve any of the Company's office/projects or any other establishment in India, at the sole discretion of the Management. On such transfer especially out of state, employee's salary will be modified as per the norms of the organization.

Leave:

You will be eligible to the benefits of the Company's leave policies on your probation/ Confirmation in the Company's Service.

Casual leave will not be allowed to the employees if they are unable to work when a lockdown is declared in exceptional circumstances.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.



7. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

While welcoming you to the Daskalos Virtual Academy Pvt Ltd, we firmly believe that you will excel in your assignments and endeavors. We also believe that you shall strive for personal and team work contributions, which will enable to make Daskalos Virtual Academy a success story.

For Daskalos Virtual Academy Pvt. Ltd.

This is a computer generated document. No signature is required.

Authorized Signatory

SNEHAPRABHA.V

B.A.L.LM

ADVOCATE & NOTARY

KUNNAPPILLY COMPLEX

KODUNGALLUR

Mob:9526467557

സാക്ഷ്യം.

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നാലിൽ ഭാഗം വിഭാഗം ഭാഗം ഭാഗം നാലിൽ
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23 വരും.

അഭിഭാഷക Sneha Prabhav

സംസ്ഥാനം വി.

മേൽ.

മേൽ അഭിഭാഷകൻ



IDBI BANK

(A Govt. of India Undertaking)



Mob : 9037585588

NANDHINI K.C.
Sales Manager

IDBI BANK LTD.
Ground Floor, Kattoor Road,
Irinjalakuda, Thrissur - 680 121 (Kerala)
Ph : 0480 - 2832320 / 60 / 90
Email : @nandhinikchandrababu@gmail.com

PERSONAL AND CONFIDENTIAL

Date: 22nd September 2021

SHAHADA C G

Cheradi, Eriyad, Azhikode,
Thrissur, Kerala – 680666

Email ID - shahadacg130@gmail.com
Contact Number - +91 8086732530

Dear Shahada C G,

We are pleased to offer you the position of **HR Intern** for fixed period of 8 weeks commencing on **27th September 2021**.

Acceptance and Commencement

To confirm your acceptance of this offer, you are required to:

- Kindly sign the duplicate copy, confirming your acceptance of the offer and the terms and conditions herein, and your date of joining and return it back to us within 7 days
- Respond via email to communicate acceptance of the offer and to confirm your joining date. Please note that it's important to send your acceptance to the email ID before your joining date specified above.
- Any change of joining date must be informed at least 5 days prior to your original joining date. The new joining date must be a Wednesday and should be no later than 5 days from the joining date specified above.
- Primary location for your internship will be Remote. However, you may be transferred to any other team or department, required to work remotely, or transferred to any other Company location, in accordance with the Company's direction or then current policy.
- On the joining date, report to Priya Tikare (prtikare@lenovo.com) at 9:30 AM.

On your joining or anytime prior to that, please share (i) a photocopy of this letter duly signed and dated by you; (ii) the originals of the following documents:

- Education qualification degree certificate(s) and mark sheet(s) including latest graduation or post graduation.
- Relieving letter or resignation acceptance letter from your past two most recent employers. (if applicable)
- **Proof of identity.** PAN Card issued by Govt. Authority of India

PERSONAL AND CONFIDENTIAL

- **Proof of Address.** Aadhar Card issued by Govt. Authority of India

* Please note that all of the above documents are mandatory and a precondition to this internship appointment. Company reserves the right to cancel the offer without any further liability in case of non-submission of any of the prerequisite documents.

The other terms and conditions of the offer are as follows:

1. It is clearly understood and agreed that your appointment is for a fixed term, for the duration stated in the offer letter. On the expiry of this period, the contract between you and the Company will cease automatically. Lenovo is not required to give you any notice or notice pay, retrenchment or other compensation.
2. You will have no right or lien on the position to which you are temporarily appointed or to any other job or position in the Company. This assignment does not imply any commitment by Lenovo to regular employment.
3. Upon your arrival at Lenovo, you must not have any information belonging to a former employer in your possession or control in any form, including without limitation, at home or on any personal computer, data storage device or storage medium. You will be required to certify this upon your arrival at Lenovo. You must not obtain any such information after the commencement of your employment with Lenovo
4. You will be entitled to monthly stipend of **INR 8,000** for every completed month of internship, subject to tax deduction. Company's benefit plans, perks, benefits etc are not applicable to the internship program. Your remuneration is strictly between yourself and Lenovo and all related information should be treated as personal and confidential.
5. You may terminate your appointment and service at any time by giving 30 days written notice or one month remuneration in lieu thereof. However, the Company reserves the right to accept a resignation on any date prior to the expiry of the notice period.

The Company may terminate your internship at any time, with or without cause, with or without notice and no further liability.

6. During your service with Lenovo, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
7. All non-public information pertaining to Lenovo, including but not limited to its operations and intellectual property, is confidential and business critical Lenovo information.

You may be required to sign a non-disclosure agreement upon joining and such agreement shall be deemed to be a part of the terms and conditions of your service.

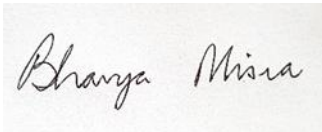
8. All Interns are required to read and comply with the Company's Business Conduct Guidelines and sign a statement of acceptance to this effect. Any breach of the Guidelines or the terms and conditions of Internship may result in termination of your service without notice or compensation.
9. If any information furnished by you in your application for internship or during the selection process is found at any time during your internship to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, and or any other material personal information, the Company may terminate your services without notice or compensation.

PERSONAL AND CONFIDENTIAL

10. It is your responsibility to notify the Company of any changes in your personal data within 3 working days. All notices and communications from the Company shall be considered duly and properly delivered to the address on file with the Company.
11. You are liable and bound to return all or any assets and property of the Company, including but not limited to any laptops/computer hardware or data, files, books and any other material that maybe in your possession at the time of the termination of the aforesaid contract either on its expiry or for any other reason what so ever, immediately on the termination of the contract.
12. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
13. You shall indemnify the Company, its officers and employees against all and any loss, claim, expense and damage that the Company may suffer as a result of your breach of Confidentiality or any other term of this agreement.

The impact of today's technology and pace of change is absolutely tremendous. We hope you're as excited as we are to play a part in that revolution. At Lenovo, we're changing the world every day and we are delighted to have you as part of our team. Welcome to Lenovo, please confirm your acceptance of the terms of this internship by signing and returning a copy of this letter to akumar47@lenovo.com.

Sincerely,



Bhavya Misra
Director – Human Resources
Lenovo India Private Limited

ACCEPTANCE OF INTERNSHIP TERMS AND CONDITIONS:

I agree that I have read, understand, and accept internship with Lenovo for the fixed term of 8 (eight) weeks ending on **26th November 2021** under the terms and conditions stated above.

Signature: _____

Printed Name: _____

Date: _____



Ms. Reshma George
Office Staff



CARMEL COLLEGE MALA
AFFILIATED TO UNIVERSITY OF CALICUT
RE ACCREDITED BY NAAC WITH A GRADUATE CYCLE



0722

22 September 2021

To,

Ms. Thasnima PS

EMPLOYMENT OFFER

Dear Ms. Thasnima PS

We are pleased to welcome you to our Creative family and requested to join on 22 September 2021.

The following terms and conditions, which will be applicable to you during your service with the company.

1. You will be holding a position of Junior Accounts Assistant
2. You will be eligible for a consolidated salary of Rs.6000. Then after, if all flight operations are become normal and the business is usual, we will consider a pay rise that depending on your performance.
3. There will be no end of service benefits.
4. Regulations, working hours etc. will be according to the company rule.

JOB RESPONSIBILITIES

Billing

Publish financial statements in time.



Academic Consultant Offer Letter

Greetings,

Vayshnavi Pd

Date - 21/12/2021

Avodha Edutech Private Limited which fully owns Avodha ("Company") is delighted to offer you employment on the following terms:

1. Position and Date of joining: Your position in the company will be that of an Academic Consultant, after successful completion of the training program. You will join the company as a Trainee Academic Consultant on 21/12/2021.
2. Reporting and Employment Location: You will initially report to GM Sales. Your initial employment location will be in Palakad. The Company reserves the right to change your reporting manager or your employment location, based on business requirements.
3. Compensation: Your total compensation is divided between a fixed component and a variable-pay component. The fixed component is Rs. 180000 per annum, paid monthly. You can earn enrollment-based incentives every week. This amount of weekly incentives can go up to 28.5% percent of the generated full payment enrollment revenue. For example, if you generate a full payment enrollment revenue of Rs. 1,00,000 in a week, you can earn incentives up to Rs. 28,500 for that week (i.e., 28.5% of Rs 1,00,000). Your incentive plan is only activated after you bring in a minimum of 19 enrollments, no incentive is provided for the full payment enrollment revenue brought in via the first 19 enrollments. Please note that

the Company's salary structure and your targets may be amended, based on the business requirements of the Company and the same shall be conveyed to you. In case you do not meet the prescribed target at any point of your association with the company, you will not be provided with the salary of the respective month and instead will be provided with an incentive that equals 28.5 percent of the total full payment enrollment revenue.

4. Training Period: All Academic Consultant undergo a training program. This program starts on the date of your joining and runs for 9 weeks (63 days). During these 9 weeks, you will operate as a Trainee Academic Consultant.

1. Phase 1 – Class Room Training (20 working days)

During Class Room Training (CRT), you will learn about the company, its product and its sales tools, furthermore you will be required to make sales calls and bring in customers to the company, however, during this phase you will have the support of your Team Managers to undertake these functions and fulfil your duties. You will move to the 2nd phase of training once you successfully clear the qualification test at the end of the CRT program. The qualification test is made up of a sales revenue target which is equivalent to twice your salary. For example, if your salary is Rs 20,000 then in-order to pass the qualifying test you will have to bring in a full payment enrollment revenue of Rs 40,000 in terms of cash in bank. In the event that you are unsuccessful in clearing the CRT, the company will terminate your employment immediately and the company will not be liable to pay you for the number of days spent in this phase. In case you do not meet the target you will not be provided with the salary instead you will be provided with a 28.5% incentive of the total full payment enrollment revenue brought in by you.

2. Phase 2 – On the Job Training (56 days)

On clearing CRT you will join the field team as an on-job trainee. During this period you will get regular support and feedback from your manager to improve your performance. There will be a review only at the end of 56 days during OJT. The ideal number of enrolments at the end of review is 40. A successful review at the end of the OJT period will lead to your confirmation as an Academic Consultant. An unsuccessful review may lead to an extension of the OJT period or end of your employment.

3. Separation during the training period. In the event, you choose to leave the Company during the period of the training program, you will be required to serve a 7 days' notice period, unless the Company waives such requirement, at its sole discretion.

5. Probation: On successful completion of the training program, you will be on probation ("Probation Period") for 3(Three) months. Your employment with the Company, during the Probation Period, can be terminated any time either by you or the Company, for any reason whatsoever. Depending on the circumstances of your separation from the company, you will be required to serve a notice period of 7 days or be entitled to notice pay worth 7 days. During the Probation Period, you will have a monthly full payment enrollment revenue target of Rs. 53200 (Rs 13300 per week approximately) or as amended by the Company from time to time, depending on business requirements.
6. Confirmation (after Probation):After completion of the Probation Period, your employment with the Company shall be confirmed. You will continue to have the same full payment enrollment revenue target. Your employment with the Company is for no specific period. Post confirmation of your employment after the Probation Period, each party shall have the right to terminate the employment at any time and for any reason whatsoever, with or without cause, by giving a 30 days' notice in writing.
7. Company policies: You shall be bound by any and all policies and procedures of the Company, which may change from time to time. The management of the Company reserves the right to amend and update the policies and procedures of the Company.
8. Absence/Leave: Uninformed or unapproved absence from work for a continuous period of 3 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.
 1. Unapproved Leave may result in a double Loss of Pay (LOP) whereas approved Leave will be the usual single LOP.
 2. Leave is to be notified via mail and the approval or rejection of the same will be notified via mail either by the reporting manager or by Human Resources personnel.
9. Conditional Compensation: In the event of termination or resignation from the company, You will obtain financial compensation equal to upto 28.5% of the cash in bank revenue brought to the company through your efforts.
10. Mobile Policy: You will be required to carry your own Mobile Device and SIM to call the customers.
11. Indemnity: You are required to indemnify and keep indemnified the Company against any and all claims, damages, losses etc.,which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policy of the

Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

12. Understanding: This letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to engagement with the company.

13. The management of the Company reserves the right to amend the policies of the company. We hope that you find the above-mentioned terms acceptable. Kindly indicate your agreement with these terms and accept this offer, by signing and dating the duplicate original of this letter and returning them to the Company and/or by replying in the affirmative via email. We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

14. All official communication between yourself and the company will be via your registered e-mail Address which is vayshnavipd4@gmail.com and any form of telephonic communication will be via Phone Number - 9745547250. If there any changes to the above mentioned contact details kindly alert us at the earliest, your incentives and other performance metrics are tracked using your phone number. Please use the same phone number for recording sales.

15. Due to COVID-19 and the economic stress related to the same, the company has instituted a special infrastructure until the revival of economic activity in the country, which is why until further notice, the company will not be providing the full salary payment to those employees who fail to meet the target. The Academic Consultant who fail to meet the target will be provided with 28.5 percent as incentive of their total sales in that time period and they will not be provided with the salary, this clause of the offer letter will supersede all other clauses in the event of a dispute and will remain in force until further notice.

16. TDS and other applicable taxes will be deducted on the incentives allocated to you.

17. The incentive offered for sales in other languages, namely Hindi, Kannada, Tamil and Telugu is 39.2%

18. As a company, we strive to maintain our secular credentials and keep up a spirit of harmony. India is a vast and diverse country and it is important to maintain sensitivity towards all religious groups and sub-groups. We want to avoid the impression that Avodha as a company is favoring one particular group or sub-group. Therefore along the lines of

Google, Microsoft, Oyo, and other prominent technology-based companies who have recently implemented similar guidelines, we have decided to follow the trend and actively maintain and enforce this image. Towards this objective, we wanted to issue a circular instructing all those who professionally engage with Avodha to refrain from posting material of a communal or religious nature using the Avodha Logo and Brand Name. This would include inflammatory religious content, underlying religious statements, religious festivals, offensive religious content, content created with the objective of hurting religious sentiments or attempting to do the same. We request your corporation in making this Brand Image a reality.

Sincerely,

On behalf of Avodha Edutech Private Limited

Joseph George



Joseph E George

Assistant General Manager – Talent Acquisition

21/12/2021

Salary Breakdown

Name - Vayshnavi Pd

Designation -Academic Consultant

Date of Joining - 21/12/2021

Employee App Password : qG2KrcDq

The Account Details provided by you is -

Account Number - 24620100005707

IFSC Code - BARBOASHTAM

Bank Branch - Bank of Baroda

Bank Name - ASHTAMICHIRA, KERALA

If you feel the above account details are incorrect, please inform us via hr@avodha.com at the earliest since all payments will be made to the above mentioned account number provided by you.

Category	Component	Monthly	Yearly
Taxable	Basic	12000	144000
Taxable	HRA	3000	36000
Taxable	Children Education Allowance	NA	NA
Taxable	Statutory Bonus	NA	NA
Taxable	Special Allowance	NA	NA
Taxable	LTA(!)	NA	NA
Reimbursements	Professional Training and Development	NA	NA

Reimbursements	Books and Periodicals	NA	NA
Gross Salary		15000	180000
Retirals	PF Contribution (employer)	NA	NA
Retirals	ESIC Contribution (employer)	NA	NA
Base-Cost-to-Company (CTC)		15000	180000
Deductions	PF Contribution (employer)	NA	NA
	ESIC Contribution (employer)	NA	NA
	Professional Tax (2)	NA	NA
Net Pay before Tax		15000	180000

(1) Tax deduction will be based on documents and bills submission

(2) Subject to change as per state norms and monthly gross income

(3) Will be paid out in salary cycle after completing 1 year with the company



Candidate Name (ID)
Sandra Disso Maliyakkal (18961200)

Date of Joining
14 Dec 2021

Telephone Number
8943450895

Blood Group
O+

Date of Birth
06 Jun 1998

PAN Card
HBDPM5132E

Aadhar Card Number
835837836966

Cognizant Address

Cognizant Technology Solutions India Pvt Ltd, KITS Campus (CKC) , Plot No. 1 & 2, Elcot IT Park, Survey, No. 602/3, Shollinganallur Village, Tambaram Taluk, Kancheepuram District - Chennai - 600119, India

This Pass is only Valid on 14 Dec 2021

Security Health & Safety Guidelines for Visitors in Cognizant Premises

- Please do not enter any 'Restricted' or Access controlled area unless authorized
- Cognizant prohibits carrying arms, explosives or incendiary materials into the premises
- Please wear and display your visitor ID badge when you are in the premises
- This is a smoke free campus and smoking is strictly prohibited
- All our buildings are monitored by CCTV cameras and fire alarms systems
- Please do not connect your Laptop or any Mobile Computing Devices to Cognizant Network without specific approval from Cognizant Information Security Team
- Kindly return this pass to the Security Personnel at the Gate to record your exit from the Campus
- Cognizant has a safety Policy to ensure the wellbeing of all its associates, visitors and business partners. We request your cooperation by following all safety notices and instructions at all times
- Speed limit for vehicle inside the campus is 20 kmph.
- Please park your vehicle only at designated parking lot
- Please walk along the designated pathways
- In case of fire, the fire alarm will ring. Listen carefully to the voice announcement on the PA system for further instructions
- Follow the fire exist signs to safety exit the building to the nearest Assembly point
- Follow the instructions of Emergency Response Team (ERT) members to safely evacuate the building
- In case of fire, do not use the elevators; use the staircase
- Vendors must obtain necessary work permits prior to starting any work. Cognizant reserves the right to turn away/stop the vendor's work where required safety precautions are not followed

Emergency Contact

- If you witness / are involved in a safety incident please report to Cognizant Emergency Call Center immediately at **1800 258 2345**

For office use only



Candidate Name (ID)
Sandra Disso Maliyakkal (18961200)

Date of Joining
14 Dec 2021

Telephone Number
8943450895

Blood Group
O+

Date of Birth
06 Jun 1998

PAN Card
HBDPM5132E

Aadhar Card Number
835837836966

Cognizant Address

Cognizant Technology Solutions India Pvt Ltd, KITS Campus (CKC) , Plot No. 1 & 2, Elcot IT Park, Survey, No. 602/3, Shollinganallur Village, Tambaram Taluk, Kancheepuram District - Chennai - 600119, India



Ms. Nigitha Francis

Lab Assistant

Department of M.Sc. Chemistry



ANNA UNIVERSITY
CHENNAI
UNIVERSITY OF TECHNOLOGY



0734

CORPORATE MANAGEMENT OF
S.N.D.P. YOGAM SCHOOLS
P.B. NO. 512, KOLLAM

VELLAPPALLY NATESAN
General Manager

Phone : (Off) 0474 - 2742883
0474 - 2746120
(Res) 0474 - 2744105
E-mail : kollamsndpyogam@gmail.com

No.E1/ 76/2019(4)

30-07-2021

APPOINTMENT MEMO

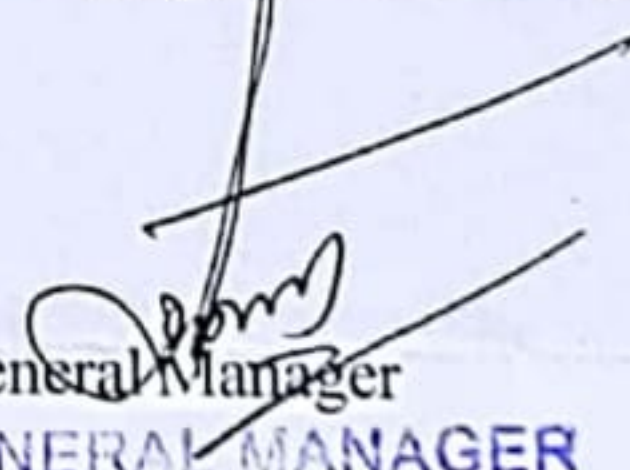
Smt.Nithya Madanan.V, Vadasseri House, Thuruthipuram PO, PIN-680667, is hereby informed that she is appointed as probationary HSS.Teacher Junior Botany in the scale of pay of Rs.45600-95600 and posted as such in *SNDPHSS, Aluva*.

She is directed to report for duty before the Principal of the school within 7 days from the date of receipt of this Memo. Formal appointment order in Form No.27 will be issued on getting joining duty report from the Principal.

The following documents should be produced before the Principal at the time of joining duty.

- 1) Appointment Memo
- 2) Original Qualification Certificates and Mark lists.
- 3) Self attested copies of Certificates and Mark lists.
- 4) Character and antecedents certificate from a Gazetted Officer.
- 5) Medical fitness certificate obtained from a person not below the rank of a Civil Surgeon of Govt.service.
- 6) Self declaration to the effect that no criminal case is pending against him/her nor convicted by any court of law.




General Manager
GENERAL MANAGER
S.N.D.P. YOGAM SCHOOLS
KOLLAM - 691001

To

Smt.Nithya Madanan.V, Vadasseri House, Thuruthipuram PO, PIN-680667

Copy to: 1) The Principal, SNDPHSS, Aluva with direction to admit the candidate for duty after verification of original documents produced and report compliance.

2) Stock file

The candidate should be admitted to duty after proper identification.

The documents produced by the candidate with joining report and present staff statement should be submitted to this office on the same day itself.



Date: 24-Dec-2021

Dear Adheena Mary,

Congratulations!!! With reference to the discussions that we had with you, we are pleased to offer you a career as **Software Developer Trainee** in Map My Marketing Pvt Ltd.

You will be under training / probation from **03-Jan-2022 to 31-Aug-2022**, both days inclusive. Upon non satisfactory performance you will give an extension period to improve your performance, subject to the maximum period available in the contract. Company reserves the right to extend / renew the contract with or without modification.

Your monthly compensation will be Rs **5,000/-** from 3rd months onwards. Salary revision will happen after 8 months based on performance. Management reserves the right to appropriate salaries based on performance.

We request you to join us on or before **03-Jan-2022**. At the time of joining, please submit the following documents:

1. Photocopy of your passport, certificates and mark sheets in support of your educational qualifications.
2. Relieving letter from your previous employer and last drawn pay slip, if applicable.
3. Two-passport size color photographs.

This offer will be valid till **03-Jan-2022**. Please sign the duplicate of this offer as your acceptance and forward the same to us on or before **03-Jan-2022**. If no such intimation is received within the said date, this offer shall stand automatically withdrawn.

We look forward to you joining us. Please do not hesitate to call us any information you may need.

Yours Sincerely,
For Map My Marketing Pvt. Ltd.,

Jeevan P V,
Director

I accept the offer on the terms and conditions and shall report to work on

Signature:

DATE:

HRD/2T/1001984320/21-22

October 25, 2021

Ms. Fina Devassy
83
Thrissur
Thrissur-680312
India

Ph: +91-9539145618

Dear Fina,

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: 2021.10.25 14:35:38 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/1001984320/21-22

October 25, 2021

Ms. Fina Devassy
83
Thrissur
Thrissur-680312
India

Ph: +91-9539145618

Dear Fina,

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 **11-Nov-2021**.

Location

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

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

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

Training

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

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 2021-22 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 **500,000** 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 2020-21. 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: 2021.10.25 14:35:38 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. Fina Devassy
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.

August 13, 2021

HRD/2T/1002133239/21-22

Ms. Jisna Tony
Chirayath Manjila (H)
Ollur, Thrissur
Thrissur-680306
India

Ph: +91-9778251835

Dear Jisna,

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: 2021.08.13 21:00:41 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/1002133239/21-22

August 13, 2021

Ms. Jisna Tony
Chirayath Manjila (H)
Ollur, Thrissur
Thrissur-680306
India

Ph: +91-9778251835

Dear Jisna,

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 **16-Aug-2021**.

Location

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

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

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

Training

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

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 2021-22 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. Your simple average should not be less than what was specified during the selection process. You should 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 be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.
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: 2021.08.13 21:00:41 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. Jisna Tony
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.



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219192386/Bangalore/BPS/BTN
Date: 08/03/2022

Ms. Teena Rose P V
Puthussery
Kadukutty
Kadukutty Panchayat Office
Thrissur-680309
Kerala
Tel# 91-9567239660

Dear Ms. Teena Rose P V,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.

Private and Confidential
TCSL/DT20219192386

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
No-42, Think Campus, Electronic City phase II, Bangalore - 560 100, Karnataka India
Ph : +91 80 6724 2000 Fax 91 80 2052 1919 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>
Registered Office: 9th Floor, Nirmal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PLC084781



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20217863306/Chennai/BPS/BTN
Date: 08/03/2022

Ms. Sherin Thomas
Cherusseriyil(H)
Sreekandapuram
Kannur
Kannur-670631
Kerala
Tel# -

Dear Ms. Sherin Thomas,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:



During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. 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 a trainee of TCSL.

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company'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 checks are unfavorable or at a variance with your own



declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of 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. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or



TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship 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 sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20217863306/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as 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 any 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 TCS. 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 Associate 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;

a) 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.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. 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.

9. 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.

10. 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 the Confidentiality, Data and IP Protection Terms 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.

11. 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 any claim or liability of any party, 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, 1996 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, Data and IP Protection Terms 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, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f)The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

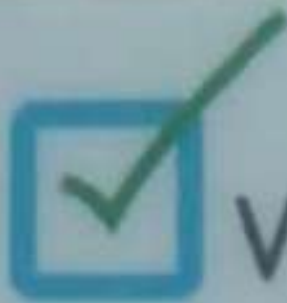
I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:



VISIONARY RCM

**Visionary RCM Infotech (India)
Private Limited**



Sona Vitto

Emp. Code : VRCMCBE3243

Renukadevi

Issuing Authority

www.visionaryrcm.com

Date of Birth : 24.05.1997

Date of Joining : 01.09.2021

Blood Group : A +Ve

Resi. Address :

Parakkal House, Vellanchira P O,
Parambiroad, Alur, Thrissur,
Vellanchira, Kerala, 680697

Contact No: 8547556572

9744946572

If found please return to :

**Visionary RCM Infotech (India)
Private Limited**

Tidel Park, ELCOT SEZ, 4th Floor,
Aerodrome Post, Coimbatore-641014.

Ph: +91 422 4029243

Email: hr@visionaryrcm.com

പൊതു വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടറുടെ നടപടി ക്രമം
ഹൗസിംഗ് ബോർഡ് ബിൽഡിംഗ്, ശാന്തിനഗർ, തിരുവനന്തപുരം

സംഗ്രഹം

പൊതു വിദ്യാഭ്യാസ വകുപ്പ് - ഹയർസെക്കന്ററി വിഭാഗം - ജീവനക്കാര്യം- സർക്കാർ ഹയർസെക്കന്ററി സ്കൂളുകളിൽ എച്ച്.എസ്.എസ്.റ്റി (ജൂനിയർ) ബോട്ടണി - (General) തസ്തികയിൽ 32300-68700 രൂപ ശമ്പള സ്കെയിലിൽ പി.എസ്.സി. മുഖേന നേരിട്ടുള്ള നിയമനം - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

നമ്പർ. എഡി സി2/197417/2021/ഡി.ജി.ഇ

തീയതി : 25/06/2021

- പരാമർശം :
- 16/04/2001 തീയതിയിലെ ജി.ഒ (പി) 144/2001/പൊ.വി.വ നമ്പർ ഉത്തരവ്
 - കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ, സെക്രട്ടറിയുടെ 23/02/2021 തീയതിയിലെ ആർ.ഐ.ഡി (2) 4538/19/ജിഡബ്ലിയു നമ്പർ കത്ത്

ഉത്തരവ്

പൊതു വിദ്യാഭ്യാസ വകുപ്പ് ഹയർസെക്കന്ററി വിഭാഗത്തിൽ എച്ച്.എസ്.എസ്.റ്റി (ജൂനിയർ) ബോട്ടണി തസ്തികയിൽ 1958 ലെ കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസിന്റെ ചട്ടം (3) (സി) 10 (ബി) വകുപ്പുകളുടെ നിബന്ധനകൾക്ക് വിധേയമായി 32300-68700 രൂപ ശമ്പള സ്കെയിലിൽ പരാമർശം (2) പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ നിയമനോപദേശം നൽകിയ താഴെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ അവരുടെ പേരിന് നേരെ ചേർത്തിരിക്കുന്ന സ്കൂളുകളിൽ നിയമിച്ച് ഉത്തരവാകുന്നു.

ക്രമ നമ്പർ	പേരും വിലാസവും	രക്ഷകർത്താവിന്റെ/ പിതാവിന്റെ പേര്	ജനന തീയതി	വിദ്യാഭ്യാസ യോഗ്യത/ജാതി/ സമുദായം	നിയമിക്കപ്പെട്ട ടേൺ	നിയമനം നൽകിയിരിക്കുന്ന സ്കൂളിന്റെ പേരും കോഡും
1	2	3	4	5	6	7
2	SUNITHA SUBRAMANIAN Pullankattil House Malapallipuram Thrissur Malapallipuram, 680732 (EZHAVA)	Subramanian C C	22/12/1987	1.MSc Botany 2. B.Ed (Natural Science) 3. SET Botany	OC	14063 GHSS Bekkoor Kasaragod

ഈ നിയമനം ലഭിച്ച ഉദ്യോഗാർത്ഥി ജനന തീയതി, വിദ്യാഭ്യാസ യോഗ്യത, ജാതി (നിയമന ഉത്തരവിൽ ജാതി പ്രതിപാദിക്കുന്നുണ്ടെങ്കിൽ മാത്രം) എന്നിവ തെളിയിക്കുന്നതിനുള്ള അസ്സൽ സർട്ടിഫിക്കറ്റുകൾ, സിവിൽ സർജന്റെ റാങ്കിൽ കുറയാത്ത ഒരു രജിസ്റ്റേർഡ് മെഡിക്കൽ ഓഫീസർ നൽകുന്ന നിർദ്ദിഷ്ട മാതൃകയിലുള്ള മെഡിക്കൽ ഫിറ്റ്നസ് സർട്ടിഫിക്കറ്റ് (വിരലടയാളം, ഫോട്ടോ എന്നിവ സാക്ഷ്യപ്പെടുത്തിയത്) അംഗ പരിമിതനാണെന്ന മെഡിക്കൽ ബോർഡിന്റെ സർട്ടിഫിക്കറ്റ് (നിയമന ഉത്തരവിൽ പ്രതിപാദിക്കുന്നുണ്ടെങ്കിൽ മാത്രം) എന്നിവ സഹിതം, ഈ ഉത്തരവ് കൈപ്പറ്റി സ്കൂൾ തുറന്ന് റഗുലർ ക്ലാസ്സുകൾ ആരംഭിക്കുന്ന തീയതി മുതൽ 15 ദിവസത്തിനകം നിയമനം ലഭിച്ചിട്ടുള്ള ഓഫീസ് മേലധികാരി മുമ്പാകെ ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. അല്ലാത്തപക്ഷം ഇവരുടെ നിയമനോത്തരവ് റദ്ദ് ചെയ്യുന്നതുമാണ്. അടുത്ത പൊതുസ്ഥലം മാറ്റത്തിലോ/കോടതി/സർക്കാർ ഉത്തരവിന്റെ അടിസ്ഥാനത്തിലോ യോഗ്യരായ അധ്യാപകരെ ടി സ്കൂളിൽ നിയമിക്കുന്ന പക്ഷം നിയമനം ലഭിച്ചിട്ടുള്ള ടി ഉദ്യോഗാർത്ഥിയെ മറ്റൊരു സ്കൂളിലേക്ക് മാറ്റി നിയമിക്കുന്നതാണ്. ബന്ധപ്പെട്ട പ്രിൻസിപ്പൽ/പ്രിൻസിപ്പലിന്റെ ചുമതല വഹിക്കുന്ന അധ്യാപകർ ഇവരുടെ നിയമനം 'conditional' എന്ന് dhse transfer ൽ രേഖപ്പെടുത്തേണ്ടതാണ്.

HRD/2T/1002133239/21-22

August 13, 2021

Ms. Jisna Tony
Chirayath Manjila (H)
Ollur, Thrissur
Thrissur-680306
India

Ph: +91-9778251835

Dear Jisna,

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: 2021.08.13 21:00:41 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/1002133239/21-22

August 13, 2021

Ms. Jisna Tony
Chirayath Manjila (H)
Ollur, Thrissur
Thrissur-680306
India

Ph: +91-9778251835

Dear Jisna,

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 **16-Aug-2021**.

Location

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

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

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

Training

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

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 2021-22 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 WelfareTrust, 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. Your simple average should not be less than what was specified during the selection process. You should 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 be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company. 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

_____ Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2021.08.16 21:00:41 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. Jisna Tony			
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.				



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Enrolment ID: LC-015



SAINABA.C.M

Business Development Executive

Blood : O+ve

D.O.B : 10-02-1999

Holders Signature

Managing Director