

**5.2.1 Placement of outgoing students**  
**2020-2021**

<b>SR.NO</b>	<b>NAME OF STUDENT PLACED / ENROLLING INTO HIGHER EDUCATION AND CONTACT DETAILS</b>	<b>PROGRAM GRADUATED FROM</b>	<b>NAME OF THE EMPLOYER WITH CONTACT DETAILS / NAME OF INSTITUTION JOINED</b>
1	BHANUSHALI NIDHI	TYBAF	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
2	BILVA HALASAGI	BMM/BAMMC	ENDENOLSHINE INDIA 022-42164000
3	DRISHTI SONI	BMS	ACCENTURE 9640772914
4	DUBEY ABHISHEK	TYBCOM	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
5	HEBLE JANHAVI	TYBBI	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
6	JAYSHREE NAIR	TYBMS	ACCENTURE 9640772914
7	JUSTIN LOUIS KODANKANDATH	TYBAF	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
8	KARUKAYIL BINCY MATHEW	TYBAF	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
9	KODAKANTI BHAVANA SHRINIVAS	TYBBI	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
10	KUNDAR AJAY	TYBAF	TATA CONSULTANCY SERVICES CONTACT NO. 02267783000
11	PANKAJ DEVARAI	BMM/BAMMC	IC3 91676 78782
12	PAWAN KUNCHIKORAVE	BMS	WNS CONTACT; 9122 4095 2100
13	PURU GOKHALE	BMS	CHOICE CAPITA 91-22-4042 5700L ADVISERS PVT LTD CONTACT NO: 9122 67079999
14	RAI SUMANTH MAHENDRA	TYBAF	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886

15	SALIAN SUSHMITHA	TYBAF	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
16	SARANGI DEOLIKAR	BMS	IKEA INDIA PRIVATE LIMITED +91 11 2694 2390
17	RHEA SHETTY	BMM/BAMMC	BOTTOMLINE MEDIA CONTACT NO: :8104965701
18	SHETTY ANWITHA	TYBAF	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
19	SHETTY SANA	TYBCOM	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
20	SHETTY SHREYA ASHOK	TYBAF	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
21	SHETTY SONICA DEVDAS	TYBAF	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
22	SINGH MADHAVI PRADEEP	TYBBI	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
23	TANYA HALDAR	BMM/BAMMC	DIGVANTI LIMITED
24	UCHIL AKSHAY	TYBCOM	SUTHERLAND GLOBAL SERVICES PRIVATE LIMITED CONTACT NO: 04471017886
25	VRINDA SOMAN	BMM/BAMMC	YOUNOH MEDIA PVT LTD, CONTACT OF GHANA OFFICE +233 55 6607222



**Dr. Sridhara Shetty**  
**PRINCIPAL**

PRINCIPAL

Bunts Sangha's S.M. Shetty College  
of Science, Commerce & Management Studies  
Powai, Mumbai-400 076.  
Tel. 022-6132 7352  
Email: college@smsshettyinstitute.org





## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** Bhanushali Nidhi ( TY BAF )

### **Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10,Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial EstateThane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate  
Thane Belapur Road Airoli , Navi Mumbai - 400708



Mahesh Savale &lt;maheshs@smshettyinstitute.org&gt;

**Fwd: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College**

1 message

Virendra Singh &lt;virendras@smshettyinstitute.org&gt;

Mon, Oct 17, 2022 at 2:48 PM

To: maheshs@smshettyinstitute.org

sutherland 2020-21

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

From: **Sutherland Campus Team India** <[SutherlandCampusTeam.India@sutherlandglobal.com](mailto:SutherlandCampusTeam.India@sutherlandglobal.com)>

Date: Fri, Jan 29, 2021 at 5:24 PM

Subject: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College

To: [virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org) <[virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org)>Cc: Divya Thiagarajan <[Divya.Thiagarajan@sutherlandglobal.com](mailto:Divya.Thiagarajan@sutherlandglobal.com)>

Dear Mr. Virendra Singh,

Warm Greetings from Sutherland!

As a process transformation company, Sutherland rethinks and rebuilds processes for the digital age by combining the speed and insight of design thinking with the scale and accuracy of data analytics. We have been helping customers, across industries from financial services to health care, achieve greater agility through transformed and automated customer experiences for over 30 years.

Headquartered in Rochester, N.Y., Sutherland employs thousands of professionals spanning 19 countries around the world. To learn more, please visit us at [www.sutherlandglobal.com](http://www.sutherlandglobal.com), and follow us on FB [www.facebook.com/SutherlandGlobalServicesIndia/](https://www.facebook.com/SutherlandGlobalServicesIndia/)

At Sutherland we recognize that one of our greatest strengths is our talented and diverse pool of professionals who are engaged with us. To augment our ever growing business requirements, we at Sutherland have always come up with a variety of Career Opportunities to the discerning candidates.

We would like to partner with your institution / college and offer great career opportunity for your students through our campus placements. Kindly let us know when we can set up some time to discuss the way forward.

Looking forward for a positive response and support to make this campus career placement a success.

**Pre-requisite**

Graduates/ Three year Diploma Holder
Basic computer knowledge in Hardware, Operating Systems and Networking
Aptitude for troubleshooting Desktops/ Laptops
Excellent spoken and written English communication skills

Open to work in Rotational shifts
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<b>Work Location</b>	Chennai/ Hyderabad/ Cochin/ Pune/ Mumbai (Malad, Airoli)
<b>Salary</b>	Up to 2.50 L (Fresher's) - Package differs based on the individual's skill set

Regards,

Sutherland Campus Team

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This email message is for the sole use of the intended recipient(s) and may contain information that is confidential, privileged, proprietary and protected from disclosure by applicable law. Any unauthorized review, use, duplication, disclosure or distribution is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and immediately destroy all copies of this message, including electronic and hard copies. Thank you for your cooperation.

#### E-Mail Disclaimer Terms

The following terms shall apply to the recipients of the mails received from Bunts Sangha's S M Shetty Educational Institutions from the id – [smsheettyinstitute.org](mailto:smsheettyinstitute.org)

#### Confidentiality

This email and any files transmitted with this email are confidential and intended solely for the use of the recipient to whom they are addressed. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this mail and attached file/s is strictly prohibited. You are also advised to notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

#### Warning - Transmission of viruses

Computer viruses can be transmitted via email. The recipient should check this email and attachments for the presence of viruses. Although the sender has taken reasonable precautions to ensure no viruses are present in this email, the sender shall not accept any liability / responsibility for any loss or damage arising from the use of this email or attachments.

# EndemolShine India

Dated: 02<sup>nd</sup> October'2021

Bilva Halasagi, ("You/Your")  
Pan No - AYFPH0632Q  
B-503, Kaatyayni Recidency,  
Nr Maruti School,  
MIDC, Andheri East,  
Mumbai - 400093

## Sub: Contract of Consultancy ("Agreement")

Dear Bilva,

1. Endemol India Pvt. Ltd. ("The Company") is pleased to offer you the position of Logger for the show – Bigg Boss S15 from 02<sup>nd</sup> October'2021 to 16<sup>th</sup> January'2022 or up to any other date as decided by The Company ("Term") to render such services as are customarily rendered by Logger in television/film industry ("Services"). Further The Company may, at its sole discretion, extend the Term of Your Services, on same terms and conditions, as contained herein and You undertake to abide by the same, the Fees for such extended Term shall be on pro-rata basis.
2. You shall be paid amount Rs. 10,000/- (Rupees Ten Thousand Only) per month, inclusive of all taxes/duties ("Fees"). GST (if applicable) will be calculated and paid additionally on the Fees. For the days you do not or are unable to attend work the Fees will be deducted on a *pro-rata* basis.
3. You shall neither during the Term, nor at any time after its termination or expiry, directly or indirectly: (a) use for your own purposes or those of any other person, company, business entity or other organization whatsoever, or (b) disclose to any person, company, business entity or other organization whatsoever, any confidential information relating or belonging to the Company (including its corporate parent, subsidiaries, investments, and affiliates), and including but not limited to information relating to analysis, projections, business plans, transactions, strategic information, marketing plans, clients, client lists, candidates, candidate lists, marketing and sales information, designs, services, research activities, source codes, software, intellectual property, trademark or patent applications, discoveries, ideas, concepts, know-how, techniques, processes, procedures, designs, specifications, proposals, requests for proposals, proposed products, and any other technical, financial or business information or any document marked 'Confidential' (or with similar expression), or any information which you have been told is confidential or which you might reasonably expect The Company to regard as confidential. Disclosure of any confidential information shall result into stern action by The Company including but not limited to termination of the Agreement and/or you being liable to pay to The Company reasonable damages ("Damages") as determined by the Company.
4. You shall not at any time during the Term make any notes or memoranda relating to any matter within the scope of The Company's business, dealings or affairs otherwise than for the benefit of The Company.
5. Ownership of Intellectual Property Rights:
  - 5.1. All copyrightable works and product of Services developed by you during the Term ("Works") shall at all times constitute and shall be deemed to constitute works-made-for-hire / commissioned works developed at the instance of The Company in accordance with The Indian Copyright Act, 1957 under a 'contract of service' as per Section 17 (b) and (c) of the Indian Copyrights Act, 1957 and The Company shall be the first and exclusive owner of all rights including but not limited to Intellectual Property Rights and copyright in the Works for all purposes, for the entire Territory and in perpetuity. The Company, as first and exclusive owner, shall have the sole and exclusive right to exercise all rights comprised in copyright in the Works in accordance with Section 14 (1) (a) of the Indian Copyright Act, 1957 or any other equivalent provision thereof. You further acknowledge that The Company shall be the sole and exclusive owner of derivative rights and shall have the sole and exclusive right to produce derivative works based on the Works.
  - 5.2. You further acknowledge that The Company is/shall be the first and exclusive owner of all Intellectual Property Rights including copyrights in the Works, in the entire Territory and in perpetuity.
  - 5.3. Without prejudice to aforesaid, you have hereby unconditionally and irrevocably assigned all rights including but not limited to Intellectual Property Rights and copyright in the Works that will be rendered by you in favor of The Company, for the territory of entire world and in perpetuity and you agree and acknowledge and make all necessary declarations

Endemol India Pvt. Ltd.  
12th Floor, Hallmark Business  
Plaza, Sant Dnyaneshwar Marg,  
Bandra (E), Mumbai 400 051,  
Maharashtra, India  
+91 (0)22 4216 4000  
endemolshine.co.in

Endemol India Pvt. Ltd.  
Registered office: Endemol India Pvt. Ltd., 12th Floor, Hallmark Business Plaza, Sant Dnyaneshwar Marg, Bandra (E), Mumbai 400 051, India  
CIN No. U92100MH2008PTC158844

*Handwritten signature*

# BE YOURSELF, MAKE A DIFFERENCE.



20-Aug-2021

C5382851

**Drishti Sunil Soni**

**102, ROYAL TOUCH, YOGI HILLS NEAR SWAPNA NAGRI, LBS MARG, MULUND WEST 400080**

**Management Level - 13**

**Sublevel - 3**

**Job Profile - Customer Service New Associate**

**Job Family Group - Business Process Delivery**

**Business Deal - Non Contact Center**

Dear **Drishti**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

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

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time or any alterations/amendments as per the discretion of the Company. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s as per the manner and within the specified time shall result in termination of employment.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 232000** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

**Drishti**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **gogikar.salleela** at **9640772914** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
[Insert full legal name]

Date:

Candidate's signature\_\_\_\_\_

## **ANNEXURE 1**

Your compensation is as mentioned below:

<b>Total Cash Compensation</b>		
	Annual(INR)	
(A) Annual Fixed Compensation*	<b>INR 200000</b>	
(B) Variable Bonus earning potential	Min.	Max.
	<b>0%</b>	<b>16%</b>
Annual Total earning potential (A+B)	Min.	Max.
	<b>INR 200000</b>	<b>INR 232000</b>

\* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 200000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY21 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

### **Note: For International Worker Only\***

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

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

**In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:**

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.  
You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for

coverage of pre-existing ailments.

For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:

- 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
  3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
  4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

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

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

### **ANNEXURE 3**

#### **DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

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[Insert full legal name]

Date:

## **ANNEXURE 4**

### **REQUIRED DOCUMENTATION**

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** Dubey Abhishek ( TY BCOM )

### **Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10,Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial EstateThane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate  
Thane Belapur Road Airoli , Navi Mumbai - 400708



Mahesh Savale &lt;maheshs@smshettyinstitute.org&gt;

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From: **Sutherland Campus Team India** <[SutherlandCampusTeam.India@sutherlandglobal.com](mailto:SutherlandCampusTeam.India@sutherlandglobal.com)>

Date: Fri, Jan 29, 2021 at 5:24 PM

Subject: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College

To: [virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org) <[virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org)>Cc: Divya Thiagarajan <[Divya.Thiagarajan@sutherlandglobal.com](mailto:Divya.Thiagarajan@sutherlandglobal.com)>

Dear Mr. Virendra Singh,

Warm Greetings from Sutherland!

As a process transformation company, Sutherland rethinks and rebuilds processes for the digital age by combining the speed and insight of design thinking with the scale and accuracy of data analytics. We have been helping customers, across industries from financial services to health care, achieve greater agility through transformed and automated customer experiences for over 30 years.

Headquartered in Rochester, N.Y., Sutherland employs thousands of professionals spanning 19 countries around the world. To learn more, please visit us at [www.sutherlandglobal.com](http://www.sutherlandglobal.com), and follow us on FB [www.facebook.com/SutherlandGlobalServicesIndia/](https://www.facebook.com/SutherlandGlobalServicesIndia/)

At Sutherland we recognize that one of our greatest strengths is our talented and diverse pool of professionals who are engaged with us. To augment our ever growing business requirements, we at Sutherland have always come up with a variety of Career Opportunities to the discerning candidates.

We would like to partner with your institution / college and offer great career opportunity for your students through our campus placements. Kindly let us know when we can set up some time to discuss the way forward.

Looking forward for a positive response and support to make this campus career placement a success.

**Pre-requisite**

Graduates/ Three year Diploma Holder
Basic computer knowledge in Hardware, Operating Systems and Networking
Aptitude for troubleshooting Desktops/ Laptops
Excellent spoken and written English communication skills

Open to work in Rotational shifts
-----------------------------------

<b>Work Location</b>	Chennai/ Hyderabad/ Cochin/ Pune/ Mumbai (Malad, Airoli)
<b>Salary</b>	Up to 2.50 L (Fresher's) - Package differs based on the individual's skill set

Regards,

Sutherland Campus Team

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## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** Heble Janhavi ( TYBBI )

**Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10,Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial EstateThane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
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- E-Aadhar card- Mandatory for address proof.
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- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate  
Thane Belapur Road Airoli , Navi Mumbai - 400708



Mahesh Savale &lt;maheshs@smshettyinstitute.org&gt;

**Fwd: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College**

1 message

**Virendra Singh** <virendras@smshettyinstitute.org>  
To: maheshs@smshettyinstitute.org

Mon, Oct 17, 2022 at 2:48 PM

sutherland 2020-21

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

From: **Sutherland Campus Team India** <[SutherlandCampusTeam.India@sutherlandglobal.com](mailto:SutherlandCampusTeam.India@sutherlandglobal.com)>

Date: Fri, Jan 29, 2021 at 5:24 PM

Subject: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College

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Dear Mr. Virendra Singh,

Warm Greetings from Sutherland!

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<b>Work Location</b>	Chennai/ Hyderabad/ Cochin/ Pune/ Mumbai (Malad, Airoli)
<b>Salary</b>	Up to 2.50 L (Fresher's) - Package differs based on the individual's skill set

Regards,

Sutherland Campus Team

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**BE YOURSELF,  
MAKE A DIFFERENCE.**



04-Aug-2021

C5294071

**JAYSHREE JANARDHAN NAIR**

Room No. 2, Gokuldham, Padmavati Road, Chaitanya Nagar, Opp. IIT Market, Powai 400076 400076

Management Level - 13

Sublevel - 3

**Job Profile - Customer Service New Associate**

**Job Family Group - Business Process Delivery**

**Business Deal - Non Contact Center**

Dear **JAYSHREE**,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Mumbai**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

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

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

A handwritten signature in black ink, appearing to read "Jayshree", written over a horizontal line.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time or any alterations/amendments as per the discretion of the Company. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s as per the manner and within the specified time shall result in termination of employment.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet upon joining Accenture but no later than six months of your start date in Accenture, failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 232000** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

**JAYSHREE**, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **aman.b.mathur** at **8200273718** should you have anything you would like to discuss further.

We believe you have a successful career ahead of you and look forward to your joining us.  
Yours sincerely,

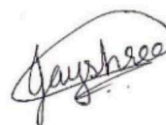


Jal  
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:  
Jayshree Janardhan Nair

[Insert full legal name]

Date: **27th August 2021**



Candidate's signature \_\_\_\_\_

## ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 200000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 200000	INR 232000

\* Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of **INR 200000/-**; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY21 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0% to 16%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

### Note: For International Worker Only\*

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

\*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

**In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by Company guidelines:**

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to **INR 300,000 per annum**. Premium for this will be paid by the company.

You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **INR 500,000 per annum**. The entire premium for this will have to be borne by you. This plan allows for



coverage of pre-existing ailments.

For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:

- 10% of such claims for self, spouse and 2 dependent children
  - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
  3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
  4. Gratuity as per The Payment of Gratuity Act, 1972

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above mentioned benefits.

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

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

### ANNEXURE 3

#### DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture Solutions Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third party documents or materials to the Company, I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Jayshree Janardhan Nair

[Insert full legal name]

Date: 27th August 2021



#### **ANNEXURE 4**

##### **REQUIRED DOCUMENTATION**

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** JUSTIN LOUIS KODANKANDATH ( TY BAF )

### **Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10,Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial EstateThane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

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Sutherland Campus Team

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## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** Kodakanti Bhavana Shrinivas ( TYBBI )

### **Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10,Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial EstateThane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate  
Thane Belapur Road Airoli , Navi Mumbai - 400708



Mahesh Savale &lt;maheshs@smshettyinstitute.org&gt;

**Fwd: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College**

1 message

Virendra Singh &lt;virendras@smshettyinstitute.org&gt;

Mon, Oct 17, 2022 at 2:48 PM

To: maheshs@smshettyinstitute.org

sutherland 2020-21

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

From: **Sutherland Campus Team India** <[SutherlandCampusTeam.India@sutherlandglobal.com](mailto:SutherlandCampusTeam.India@sutherlandglobal.com)>

Date: Fri, Jan 29, 2021 at 5:24 PM

Subject: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College

To: [virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org) <[virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org)>Cc: Divya Thiagarajan <[Divya.Thiagarajan@sutherlandglobal.com](mailto:Divya.Thiagarajan@sutherlandglobal.com)>

Dear Mr. Virendra Singh,

Warm Greetings from Sutherland!

As a process transformation company, Sutherland rethinks and rebuilds processes for the digital age by combining the speed and insight of design thinking with the scale and accuracy of data analytics. We have been helping customers, across industries from financial services to health care, achieve greater agility through transformed and automated customer experiences for over 30 years.

Headquartered in Rochester, N.Y., Sutherland employs thousands of professionals spanning 19 countries around the world. To learn more, please visit us at [www.sutherlandglobal.com](http://www.sutherlandglobal.com), and follow us on FB [www.facebook.com/SutherlandGlobalServicesIndia/](https://www.facebook.com/SutherlandGlobalServicesIndia/)

At Sutherland we recognize that one of our greatest strengths is our talented and diverse pool of professionals who are engaged with us. To augment our ever growing business requirements, we at Sutherland have always come up with a variety of Career Opportunities to the discerning candidates.

We would like to partner with your institution / college and offer great career opportunity for your students through our campus placements. Kindly let us know when we can set up some time to discuss the way forward.

Looking forward for a positive response and support to make this campus career placement a success.

**Pre-requisite**

Graduates/ Three year Diploma Holder
Basic computer knowledge in Hardware, Operating Systems and Networking
Aptitude for troubleshooting Desktops/ Laptops
Excellent spoken and written English communication skills

Open to work in Rotational shifts
-----------------------------------

<b>Work Location</b>	Chennai/ Hyderabad/ Cochin/ Pune/ Mumbai (Malad, Airoli)
<b>Salary</b>	Up to 2.50 L (Fresher's) - Package differs based on the individual's skill set

Regards,

Sutherland Campus Team

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**Offer: BUSINESS PROCESS SERVICES**  
**Ref: TCSL/DT20217904776/Mumbai/BPS/BTN**  
**Date: 06/09/2021**

Mr. Ajay Vasanth Kunder  
1/6,H.M.H.G.Chawl  
Pratap Nagar Road  
Farid Nagar  
Mumbai-400078  
Maharashtra  
Tel# -

Dear Mr. Ajay Vasanth Kunder,

**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. **13,750/-** 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 4.75% 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:**

Till you are covered under Employees State Insurance Act (ESI Act), 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 Traineeship, from Employees' State Insurance Corporation.

When you will be 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 Traineeship as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

### **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. 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.

**9. 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.

**10. 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.

**11. 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.

**12. 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.



### 13. 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.

### 14. Letter of Appointment

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

### 15. 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.

### 16. Terms and conditions:

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

### 17. 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.

### 18. 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/DT20217904776/Mumbai/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. Restriction on Associate's Rights**

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **8. No License**

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

## **9. Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of 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.

#### 10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or 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 or 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:



Pankaj Devarai &lt;pankajdevarai@gmail.com&gt;

---

**OFFER EMAIL**

---

**Mudita Shah** <hr@ic3conference.com>  
To: Pankaj Devarai <pankajdevarai@gmail.com>  
Cc: Neha Dalvi <hr@univassist.com>

24 April 2021 at 19:43

To,

Mr Pankaj Devarai

Mumbai

Subject: Offer Letter

Dear Mr. Pankaj Devarai

With this Offer Email, we would like to invite you formally to join the IC3 family. Our interviewers were impressed with your background and enjoyed their conversations with you. We are happy to confirm your role as Junior Graphic Designer with the IC3 Movement starting 01 June 2021. You shall be based at our Mumbai Office. You shall be reporting to the Management.

Your gross CTC per annum shall be **INR 3,60,000/- only (INR Three Lakhs Sixty Thousand Only)**. This shall be subject to statutory deductions, as applicable.

You shall be on 6 months probation period initially and your services shall be confirmed in writing by the Management.

You are requested to submit the following self-attested copies of documents at the time of your joining us:

1. Copy of your resume
2. Copy of your passport
3. Copy of your PAN card
4. Two passport size photographs
5. Your address proof in Mumbai
6. Copy of your latest salary slips
7. Copy of your academic degrees

We request you to acknowledge your acceptance by replying to this email and sending a soft copy of the documents mentioned above.

We look forward to a long and successful association with you!

Thank you,  
Warm Regards,  
Mudita Shah

Assistant Director - HR, KIC UnivAssist and

Executive Assistant to Founder, IC3 Movement

International Career & College Counseling Movement

Transforming lives globally through career and college counseling • Contact: +91 91676 78782

Join us on [Facebook](#) • [Twitter](#) • [LinkedIn](#) • [Instagram](#) • [YouTube](#)



**Document Checklist.doc**

51K

22-Sep-2021

Pawan Kunchikorave

Dilshad Hotel, 90 Feet Road, Sakinaka

Mumbai, Maharashtra 400072.

India

**Letter of offer**

**Dear Pawan,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Ops** in **WNS Global Services Pvt. Ltd.**, based at our **Mumbai - Plant 10/11** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Ops**.

**Compensation:** Your Total Gross Pay will be **INR 3,13,325 (Indian Rupees Three Lakh, Thirteen Thousand, Three Hundred And Twenty Five Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **23-Sep-2021**.

**Place of work:** Your place of work will be **Mumbai - Plant 10/11**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA

COSTA RICA

INDIA

THE PHILIPPINES

ROMANIA

SRI LANKA

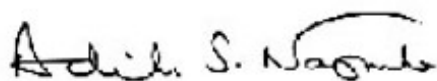
UAE

UK

USA

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

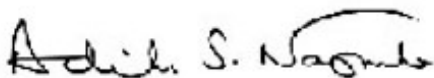
Candidate's Name & Signature

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name &amp; Signature

Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.

- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## 2. OTHER CONDITIONS:

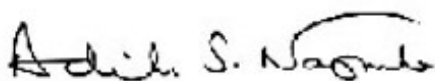
- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

**Annexure I**

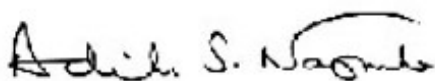
1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :-</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF : (mark sheets &amp; degree are important)</b> (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

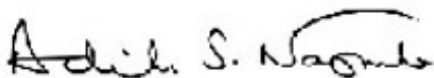
1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



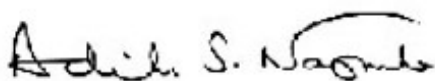
Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature

Annexure II			
<b>Name</b>	:	<b>Pawan Kunchikorave</b>	
<b>Title</b>	:	<b>Associate - Ops</b>	
<b>Role Band</b>	:	<b>A</b>	
<b>BU/EU</b>	:	<b>Travel</b>	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		7,425	89,100
House Rent Allowance		3,713	44,550
City Compensatory Allowance		1,425	17,100
<b>Sub Total - I</b>	<b>A</b>	<b>12,563</b>	<b>1,50,750</b>
Bonus / Incentive (4)	<b>(a)</b>	2,390	28,675
Company's contribution to Provident Fund (1)		1,062	12,744
Company's contribution to ESI (3)		486	5,831
<b>Sub Total - II</b>	<b>B</b>	<b>3,938</b>	<b>47,250</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>16,500</b>	<b>1,98,000</b>
Bonus / Incentive at Maximum Level (4)	<b>(b)</b>	12,000	1,44,000
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>16,500</b>	<b>1,98,000</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>26,110</b>	<b>3,13,325</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2)The Company provides following discretionary Insurance benefits: a) Mediciclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

Accepted and Agreed



**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition Group

Candidate's Name & Signature



14th Sept 2021

## APPOINTMENT LETTER

To,

**Puru Udaykumar Gokhale**

Opp Kelkar College, S-1002, Shubh-Labh C.H.S 90 Feet Road, Mulund (East), Mumbai, Maharashtra- 400081

The terms and conditions of your employment discussed and agreed upon with **Choice Capital Advisors Private Limited**.

1.1 With reference to your application and subsequent interviews with us, we are pleased to offer you the position of **Executive - Investment Banking in Choice Capital Advisors Private Limited**. This appointment is effective from **01/09/2021** and will continue for an indefinite term unless terminated in accordance with the terms and conditions as set out herein. Company will treat no previous employment as continuous with your Employment covered in this Agreement.

1.2 You will be initially working in **Mumbai, Investment Banking**, reporting to **President** or such other person as the Company may determine from time to time. You agree to carry out such other jobs connected with or incidental to and which are necessary for business of Company any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you. Your designation and the area of work under your span of control can be revised or enhanced or varied as and when deemed necessary by Company.

1.3 Company reserves the right to change your place of work to any other locations either temporarily or permanently as the business may require. Company may require you to work at any other location or with its group companies or offices at any locations overseas or in India as Company may from time to time determine.

1.4 You will retire from the services of the Company on attainment of sixty (60) years of age or as per applicable law.

1.5 Your date of birth for the purpose of Company's record shall be such as is ascertainable from any government document in the nature of including but not limited to a pan card; birth certificate; school leaving certificate; passport as submitted by you.

1.6 You acknowledge that you have clearly understood that you are leaving at your own wish, risk and responsibility whatever position you may already hold. And that by entering into this Agreement or performing any obligations under it you will not be in breach of any other agreement, obligation or undertaking. You also warrant that you hold all internal and external qualification, accreditations, certifications and regulatory approvals (both internal and external) and immediately notify the Company if you cease to hold them.

1.7 This Agreement is a conditional contract subject to Company (i) having obtained satisfactory information about you in relation to the Company's pre-employment verification checks; (ii) receiving any necessary regulatory approvals. All formalities connected therewith should be completed within a span of 30 days from the date of joining.

1.8 This Agreement is also conditional upon and subject to the Company's receipt prior to the commencement date of satisfactory original evidence of your right to work and carry out the employment legally in India. If you do not comply with this condition, Company reserves the right to withdraw its offer of employment and this Agreement will have no legal effect. If at any time during the employment you are unable to comply with this condition you shall immediately notify Company.

# Choice

Choice Capital Advisors Pvt. Ltd.

Choice House, Shree Shakambhari Corporate Park, 156-158, Chakravarty Ashok Society, J B Nagar, Andheri (E),

Mumbai 400099 T +91 22 67079999 E info@choiceindia.com

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

Letterheads. Keeping words official.

CIN No. U65990MH2010PTC198262

It's simple.



## 2. Probation

2.1 You will be on probation period of **days** from the date of joining service. During this period your performance on the job and your suitability for the role will be evaluated. Based on your performance and conduct, this period may be decreased or increased at sole discretion of the management. On the completion of [Probation Period], on an assessment of your performance and suitability, your services may at Company sole discretion be:-

- (a) confirmed by Company in writing; or
- (b) may be extended for such other further periods as Company may deem fit ("Probation Period"); or
- (c) your services with Company may be immediately terminated.

During Probation you will be required to give 15 Days' notice in case you wish to leave your services.

## 3. Remuneration

3.1 Your total employment compensation will be Rs. **300072/- (Rupees Three Lakhs and Seventy Two)** per annum. Compensation is confidential between you and Company. You are requested to maintain the confidentiality and not disclose your compensation package to others. In the event of a breach Company will be liable to terminate your services immediately i.e. without any notice or salary in lieu of notice.

3.2 The salary will be payable monthly in arrears by the seventh (7th) day of each subsequent calendar month (or where the seventh (7th) day falls on a non-working day, payment will normally be made on the next working day); Your total employment compensation shall be inclusive of any fees to which you may be entitled and shall be subject to appropriate income tax and other statutory deductions as applicable under the law.

3.3 Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the sole discretion of the management of Company and shall not be considered merely as a matter of right. Any increase will be at the sole discretion of Company which will be notified to you in writing and will take effect as notified by Company. You shall be governed by the Company's performance management system, as applicable from time to time. On completion of your probationary period, you will be entitled to the benefits as and allowances with retrospective effect from your joining date.

## 4. Deductions

4.1 Company may deduct from any amounts due to you such tax or contributions or their equivalents as it may be required to deduct by law.

4.2 You hereby authorize Company to deduct from your remuneration at any time and in any event on termination, howsoever arising, any sums due from you to Company including, without limitation, any overpayments, loans or advances made to you by Company, any overpayments in respect of annual leave taken in excess of your entitlement.

## 5. Working Hours

5.1 Your normal hours of work are forty eight (48) hours per week with a lunch break of one hour daily, but you are expected to work such additional hours as necessary to fulfill your duties under this Agreement. Company reserves the right to vary your working hours as necessary to meet the changing needs of the business. You will not be entitled to any overtime.

# Choice

Choice Capital Advisors Pvt. Ltd.  
Choice House, Shree Shakambhari Corporate Park, 156-158, Chakravarty Ashok Society, J B Nagar, Andheri (E),  
Mumbai 400099 T +91 22 67079999 E info@choiceindia.com  
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## 6. Annual leave

6.1 In addition to the usual public holidays as notified by the Company, you are entitled to twenty one (21) days per financial year. The annual leave year runs from 1st April to 31st March in each year. In this year of commencement of your employment, your basic leave entitlement will be calculated pro rata based on full months worked in the year post confirmation.

6.2 You must comply with Company's policies and procedures relating to annual leave entitlements

6.3 You must give reasonable notice of any holiday you wish to take. Holiday requests must be approved by your line manager. Such requests will normally be approved, but from time to time business requirements and other leave requests granted during the same period may make it necessary for Company to refuse your request.

## 7. Sickness and other absence

7.1 You must notify your immediate line manager on the first day of sickness or other absence. You must state the reason for absence and the date on which you expect to return. If the absence lasts for three (3) consecutive days or more (including weekends) you must submit a doctor's certificate to the company. On the return you must record your absence through the HR Software online management system.

## 8. Termination

8.1 Notwithstanding any other provision in this Agreement, Company is entitled to terminate your employment with immediate effect and without notice or compensation where you have:

- (a) committed an act of gross misconduct or serious negligence or neglect in the performance of, or failed to perform, any of your duties this Agreement; or
- (b) committed any serious breach, or repeated or continued a material breach, of the terms of your employment; or
- (c) been negligence and incompetent in the performance of your duties in the reasonable opinion of Company, or ceased to hold the qualifications necessary to carry out your work for Company; or
- (d) been guilty of conduct (including outside the workplace and online) which has brought or may bring yourself or Company into disrepute, or which is materially adverse to the interests of any group companies or which has irreparably damaged the working relationship between you and the group companies; or
- (e) been convicted, firstly, of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended or, secondly, of an offence under any statutory enactment or regulation relating to insider dealing; or
- (f) become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or (g) been disqualified or prohibited by law from holding office in Company or any group companies; or
- (h) been guilty of a serious breach of the rules or regulations or applicable code of practice of any relevant regulatory authority, Company or any group companies; or
- (i) failed or ceased to meet the requirements of any regulatory body whose consent is required for you to undertake your duties under this Agreement; or

# Choice

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Choice House, Shree Shakambhari Corporate Park, 156-158, Chakravarty Ashok Society, J B Nagar, Andheri (E),

Mumbai 400099 T +91 22 67079999 E info@choiceindia.com

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

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(j) not satisfied Company in respect of your pre-employment verification checks and testimonials submitted

The rights of Company under this clause 11.1 are without prejudice to any other rights that it might have at law to terminate your employment or to accept any breach of this Agreement by you as having brought the Agreement to an end. Any delay by Company in exercising such a right termination will not constitute a waiver of it.

8.2 If Company believes that it may be entitled to terminate the employment or it wishes to investigate any matter concerning you, it shall be entitled (without prejudice to its right subsequently to terminate the employment on the same or any other ground) or to suspend you on full pay for long as it may think fit.

8.3 Company may at its absolute discretion terminate your employment by giving not less than one (1) months written notice to you to that effect or without notice (or part thereof) by paying you a sum equal to monthly basic salary less any appropriate deductions. You shall not be entitled to any holiday pay which may otherwise have accrued during what has been your notice period.

8.4 If any time you are unable to perform your duties properly because of ill health, accident or otherwise for a period or periods totaling at least six (6) months in any way twelve (12) calendar months, or you become legally incapable by reason of the mental disorder of managing and administering your property and affairs, then Company may at its absolute discretion terminate your employment by giving not less than one (1) months written notice to you to that effect. Your entitlement or contingent entitlement to any payments or benefits arising out of or in any way in connection with the employment (including, without limitation, any entitlement to life assurance) shall be subject to the company's right to terminate this Agreement and the employment in accordance with this or any other term of this Agreement.

8.5 At any time, including after the termination of this Agreement for whatever reason, you will undertake at the reasonable request of Company, to assist the group companies in cases of litigation where you have been involved in the business underlying the dispute.

8.6 During any period of notice of termination Company:

- (a) shall not be obliged to provide any work for you and may withdraw any powers vested in, or duties assigned to, you or assign you to other duties;
- (b) may ask you to resign immediately from any offices you may hold in any group companies;
- (c) may exclude you from any premises of any group companies;
- (d) shall require you to return all equipment, documents and other material (including copies) belonging to Company or the group companies containing confidential information.
- (e) may require you not to contact or attempt to contact any client, customer, supplier, professional adviser, or employee of Company or any group companies; and
- (f) may appoint any other person or persons to act in your place.

Provided always that throughout any such period you shall continue to receive your salary, and contractual benefits and your obligations under this assignment - both express and implied - shall remain in full force and effect (including, for the avoidance of doubt, your duties of fidelity and good health).

8.7 In case you wish to terminate your services, you will be required to provide written notice of not less than **30** or salary in lieu thereof.

8.8 Upon termination of your Employment with Company (for whatever reason) or where Company exercises its powers pursuant to clause 8.6, you shall:

- (a) Without compensation resign from all offices held by you in any group companies and shall transfer to Company without payment;

# Choice

Choice Capital Advisors Pvt. Ltd.  
Choice House, Shree Shakambhari Corporate Park, 156-158, Chakravarty Ashok Society, J B Nagar, Andheri (E),  
Mumbai 400099 T +91 22 67079999 E info@choiceindia.com  
[www.choiceindia.com](http://www.choiceindia.com)

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(b) Return immediate all and any property belonging to group and delete any information relating to the business of the group companies that is stored on any personal computer or storage media or otherwise in any electronic form and which is in your possession, custody or control;

(c) Comply with the handover procedures contained in the Group Employee Responsibilities Policy from time to time in force and inform the Company of relevant computer passwords used by you; and

(d) Immediate repay all outstanding debts or loans due to Company or any group companies

#### 8.9 Return of Company Property

a) You shall promptly or upon request by the Company and in any event upon the expiry/ resignation or termination of your employment, return and surrender the Company laptop/ desktop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment

b) You shall not keep any copies of these items in any form whatsoever.

c) Violation of this clause may attract legal action.

#### 9. Financial Regulatory Legislation and Outside Business Interests

9.1 You must comply with all relevant laws, regulation, rules of any applicable regulator (including the Financial Conduct Authority and the Prudential Regulations Authority) and policy of Company or the group companies, in relation to the business of the group companies.

9.2 Your attention is drawn to Company's Personal Account Dealing and Outside Business Interests Policy and Procedures, as well as to the Subsidiary Governance Policy. You must not be involved in any way in insider-dealing.

9.3 Except with the prior written consent of management; you will not during your employment be directly or indirectly employed, engaged, concerned or interested in any other trade, business, undertaking or occupation whatsoever, other than the business of Company and its group companies.

9.4 You shall not introduce to any other person, firm, bank or organization, business of any kind which the Company and its group companies are able to perform and you will not have any financial interest in or derive any financial or other interest or benefit from contracts or transactions made by Company or the group companies with any third party without first disclosing such interest or benefit to management and obtaining their approval thereto.

#### 10. Monitoring Practices and Use of the Company and Group Companies Systems (Group)

10.1 By signing this Agreement, you acknowledge that access to the Group's computer and telephone system is provided for business purposes and may be monitored to protect its legitimate business interest, comply with legal and regulatory obligation and ensure compliance with Company or the group companies, procedure & rules.

10.2 You must comply with all group policies and procedure and any reasonable instructions which relate to use of the Group's Information Technology (IT) systems, including privately owned systems used for the Group's business.

#### 11. Confidential Information and Company and Group Companies Systems (Group) Documents

11.1 You will not during the continuance of your Employment (except in the proper course of your duties) or at any time without limit thereafter, to detriment or prejudice of Company and/or any Group companies;

(a) divulge or communicate to any person, company, business entity or other organization; or

(b) use for your own purposes or for any purposes other than those of Company or the group companies; or

(c) through any failure to exercise due care and diligence, cause any unauthorized disclosure of:

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Any confidential information concerning the business or affairs of Company or the group companies which have come to your knowledge during your employment, provided that these restrictions shall cease to apply to any information which shall become available to the public generally otherwise than through any action or inaction on your part.

11.2 All notes, memoranda, records, lists of clients, customers and suppliers and employees, correspondence, documents, computer hardware and software and other discs, tapes and software media, data listings, codes, designs and drawings and all other documents and material whatsoever (whether made or created by you or otherwise) relating to the business of Company or the group companies (and any copies of the same);

(a) Shall be and remain the property of Company, or the relevant group companies; and

(b) Shall not be removed or photocopied for your subsequent use and all such materials (and all copies thereof) shall be handed over by you to Company or to the relevant group companies (or permanently deleted from any computer hardware and software and other discs, tapes or software storage media not owned by the group) on demand and in any event on the termination of the employment.

## 12. Intellectual Property

12.1 You agree that any intellectual property created by you in the course of your employment or in any way affecting or relating to the business of Company or the group companies or capable of being used or adapted for use in it or in connection with it shall belong to and be the absolute property of Company or the group companies as Company may direct and you hereby waive any moral rights you may have in such intellectual property. To the extent that they do not automatically vest in Company or the group companies as Company may direct by the operation of law, you hereby assign absolutely to Company or the group companies as Company may direct all past, present and future rights in any such intellectual property together with the right to claim damages and all other remedies for infringement. To the extent that such rights cannot be excluded, nothing in this clause 15 shall be construed as limiting or excluding the rights of you or Company or under applicable legislation relating to employee created intellectual property.

## 13. Grievance, Disciplinary and Performance Procedure

Details of the applicable non-contractual grievance procedure and non-contractual disciplinary and performance procedure are available on HR Software.

## 14. Data Protection

You consent to Company and any group companies processing your personal data for the purpose of and in connection with your employment, for Company's and the group companies business and administrative purposes

14.1 and for the purposes of complying with applicable laws, regulation and procedures. In addition you consent to Company and/or the group companies processing sensitive personal data relating to you and in particular information relating to your physical or mental health or condition, trade union membership and racial or ethnic origins. You further consent that Company and any group companies may, when necessary for these purposes, make such data available to other group companies, to their advisers, to their agents, to parties providing products and/or services to Company or any group companies (including, without limitation, IT systems suppliers, pensions, benefits and payroll administrators), to any customer or business contact if necessary for Company or the group companies business operations, to regulatory and tax authorities, to any potential purchasers or merger partner of Company or any group companies or their business or subscriber to Company shares or as required by law.

14.2 During the continuance of your employment, you agree to comply at all times with any applicable data protection legislation. You agree that where, during your employment with Company, you process personal data (whether relating to prospective, current or future employees of Company or the group companies at any time, clients or customers of Company or the group companies or any persons) you will comply at all times with relevant legislation.

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## 15. Group Code of conduct & Other Policies

15.1 It is a term of this Agreement that you comply with the Company Code of Conduct and the Group Information Security, Employee Responsibilities, Management Responsibilities, Money Laundering, Anti-Bribery and Health & Safety policies (the Code of Conduct and all policies available on the Group Policies & Procedures Site on HR Software) and any other policies from time to time in force that are communicated to you. It is your duty to ensure you read, understand and comply with the Code of Conduct and these policies within the specified timeframe and regularly thereafter.

15.2 If local requirements are stricter than the Group Code of the Conduct they must be followed. Copies of other HR policies and procedures are also contained on HR Software, and you should familiarise yourself with all such policies. You are required to comply with all Company and applicable group companies' policies and procedures whether set out on HR Software, or in any other format as published from time to time. Company may amend, withdraw or replace any of its policies or procedures from time to time as it sees fit and you shall be deemed to be aware of the same. Breach of these policies and procedures may lead to disciplinary action under relevant procedures and may result in dismissal without notice or compensation.

15.3 There are no collective agreements in force affecting the Employment.

## 16. Relevant Law

16.1 This Agreement takes effect under, is governed by and is to be interpreted accordingly to the laws of India and the courts in Mumbai will have exclusive jurisdiction to entertain any suits.

Please confirm your acceptance of the Terms and Conditions of Employment by signing and returning a copy of this letter to HR Personnel at the address given below. This offer is conditional on you having returned a signed copy of this agreement by Date of joining and will lapse if you have not done so.

Congratulations on your appointment. Please accept our best wishes for your career with Company.

For and on behalf of **Choice Capital Advisors Private Limited.**

**Neha Jain**



**Authorized Signatory**

Dated: 14th Sept 2021

I acknowledge receipt of this Appointment Letter and agree to the terms and conditions set out above. Signed

\_\_\_\_\_ Dated \_\_\_\_\_

Accepted By: \_\_\_\_\_

**Puru Udaykumar Gokhale**

# Choice

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## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** Rai Sumanth Mahendra ( TY BAF )

### **Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10,Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial EstateThane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate  
Thane Belapur Road Airoli , Navi Mumbai - 400708



Mahesh Savale &lt;maheshs@smshettyinstitute.org&gt;

**Fwd: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College**

1 message

Virendra Singh &lt;virendras@smshettyinstitute.org&gt;

Mon, Oct 17, 2022 at 2:48 PM

To: maheshs@smshettyinstitute.org

sutherland 2020-21

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

From: **Sutherland Campus Team India** <[SutherlandCampusTeam.India@sutherlandglobal.com](mailto:SutherlandCampusTeam.India@sutherlandglobal.com)>

Date: Fri, Jan 29, 2021 at 5:24 PM

Subject: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College

To: [virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org) <[virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org)>Cc: Divya Thiagarajan <[Divya.Thiagarajan@sutherlandglobal.com](mailto:Divya.Thiagarajan@sutherlandglobal.com)>

Dear Mr. Virendra Singh,

Warm Greetings from Sutherland!

As a process transformation company, Sutherland rethinks and rebuilds processes for the digital age by combining the speed and insight of design thinking with the scale and accuracy of data analytics. We have been helping customers, across industries from financial services to health care, achieve greater agility through transformed and automated customer experiences for over 30 years.

Headquartered in Rochester, N.Y., Sutherland employs thousands of professionals spanning 19 countries around the world. To learn more, please visit us at [www.sutherlandglobal.com](http://www.sutherlandglobal.com), and follow us on FB [www.facebook.com/SutherlandGlobalServicesIndia/](https://www.facebook.com/SutherlandGlobalServicesIndia/)

At Sutherland we recognize that one of our greatest strengths is our talented and diverse pool of professionals who are engaged with us. To augment our ever growing business requirements, we at Sutherland have always come up with a variety of Career Opportunities to the discerning candidates.

We would like to partner with your institution / college and offer great career opportunity for your students through our campus placements. Kindly let us know when we can set up some time to discuss the way forward.

Looking forward for a positive response and support to make this campus career placement a success.

**Pre-requisite**

Graduates/ Three year Diploma Holder
Basic computer knowledge in Hardware, Operating Systems and Networking
Aptitude for troubleshooting Desktops/ Laptops
Excellent spoken and written English communication skills

Open to work in Rotational shifts
-----------------------------------

<b>Work Location</b>	Chennai/ Hyderabad/ Cochin/ Pune/ Mumbai (Malad, Airoli)
<b>Salary</b>	Up to 2.50 L (Fresher's) - Package differs based on the individual's skill set

Regards,

Sutherland Campus Team

---

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The following terms shall apply to the recipients of the mails received from Bunts Sangha's S M Shetty Educational Institutions from the id – [smsheettyinstitute.org](mailto:smsheettyinstitute.org)

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#### Warning - Transmission of viruses

Computer viruses can be transmitted via email. The recipient should check this email and attachments for the presence of viruses. Although the sender has taken reasonable precautions to ensure no viruses are present in this email, the sender shall not accept any liability / responsibility for any loss or damage arising from the use of this email or attachments.



## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** Salian Sushmitha ( TY BAF )

### **Congratulations!!!**

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Yours sincerely,

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Cc: Divya Thiagarajan <[Divya.Thiagarajan@sutherlandglobal.com](mailto:Divya.Thiagarajan@sutherlandglobal.com)>

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Sutherland Campus Team

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IKEA India Private Limited

IKEA/FY21/RTIN/MUM

20<sup>th</sup> July 2021

Sarangli Deollikar

Sub: Offer Letter

This is with reference to our several discussions; we are pleased to offer you the position of Sales Co-worker at IKEA Mumbai MH-MUMWORLI (XS2). Your Gross salary of **Rs. 27,410** (Rupees Twenty-Seven Thousand Four Hundred and Ten Only) **per month** which is equivalent to an **annual CTC of Rs. 377,930** as per attachment. You will be additionally entitled to Medical Benefits as detailed, and other benefits as per the Company Policy. Your next salary review will be due in January 2022 at the discretion of Management.

After receiving your acceptance of the above, a formal letter of Appointment will be given to you on the first day of your joining IKEA. We seek your confirmation on this offer till 24<sup>th</sup> July'21 or else it is deemed void.

This offer is valid subject to the condition that your Background Verification is positive.

Yours sincerely,

For IKEA India Pvt. Ltd.

  
-----

**Ankita Kalsi**

**Store People and Culture Manager**

I hereby accept this offer as a \_\_\_\_\_ on the terms and conditions stipulated in this letter and confirm to join IKEA from \_\_\_\_\_.

Date.....

(Signature)



Date : 30<sup>th</sup> August 2021

Dear Rhea,

I am delighted & excited to welcome you to BOTTOMLINE MEDIA PVT LTD as a **MARKETING TRAINEE**. At our company, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly *meaningful* experience with us.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Kindly send us an acknowledgement of confirmation .

Congratulations!

#### **Annexure A**

You shall be governed by the following terms and conditions of service during your internship with BOTTOMLINE MEDIA and those may be amended from time to time.

1. You are being hired as a **Marketing Trainee**. As marketing trainee you would be responsible for research on digital campaigns, daily reporting of news, brand contacts for digital campaigns, client solutions, preparing ppts, working on influencer campaigns and maintaining databases for the same. You are expected to be available on email and check your email regularly even post office working hours. As we are in phase of marketing, prompt reverts and immediate follow ups are essential to convert and keep clients. Hence, it is important you follow up the same.

2. Your date of joining is 1<sup>st</sup> September 2021, and this will be a full time internship. Our office timings are 10am to 6:30pm, reporting to office by 9:45am. During this time you are expected to devote your time and efforts to Bottomline Media work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.



3. There will be catch ups scheduled with your mentor to discuss work progress and overall experience at regular intervals and daily calls with team mates.

4. All the work that you will produce at or in relation to BOTTOMLINE will be the intellectual property of the company. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking sites and offline among your friends, college etc.) without prior discussion and approval with your mentor.

5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. We operate on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all company work/data stored on your Personal Computer to your mentor and delete the same from your machine.

6. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

7. We are a boutique firm and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.

8. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the **ONLY** way we all can continuously push ourselves to do better.

Have fun at what you do and do the right thing – both the principles are core of what Bottomline Media stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

Your Salary will be Rs: 10,000 per month. Days not attended will be deducted from your monthly payout. If you leave midway, there will be no experience certificate or claims on anything as per the offer.

I have agreed, read and understood all the terms and conditions of this offer letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

[www.bottomlinemedia.co.in](http://www.bottomlinemedia.co.in) Unit No.301, 3<sup>rd</sup> Floor, Roha Orion, FP 343, 16<sup>th</sup> Road, Near 33<sup>rd</sup> Road, Bandra west Mumbai 400050  
tweet:@bottomlinemedia Insta:@bottomlinemedia FB : @bottomlinemedia



Place: MUMBAI

Name: \_\_\_\_\_

SIGNATURE :

Operations Team

BOTTOMLINE MEDIA OPERATIONS

Email : [operations@bottomlinemedia.co.in](mailto:operations@bottomlinemedia.co.in)

Tel :+918104965701



## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** Shetty anwitha ( TY BAF )

### **Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10,Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial EstateThane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

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Yours sincerely,

**Talent Acquisition**  
**Sutherland**

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4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate  
Thane Belapur Road Airoli , Navi Mumbai - 400708



Mahesh Savale &lt;maheshs@smshettyinstitute.org&gt;

**Fwd: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College**

1 message

**Virendra Singh** <virendras@smshettyinstitute.org>  
To: maheshs@smshettyinstitute.org

Mon, Oct 17, 2022 at 2:48 PM

sutherland 2020-21

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

From: **Sutherland Campus Team India** <[SutherlandCampusTeam.India@sutherlandglobal.com](mailto:SutherlandCampusTeam.India@sutherlandglobal.com)>

Date: Fri, Jan 29, 2021 at 5:24 PM

Subject: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College

To: [virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org) <[virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org)>Cc: Divya Thiagarajan <[Divya.Thiagarajan@sutherlandglobal.com](mailto:Divya.Thiagarajan@sutherlandglobal.com)>

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<b>Work Location</b>	Chennai/ Hyderabad/ Cochin/ Pune/ Mumbai (Malad, Airoli)
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## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear Shetty Sana ( TY BCOM )**

### **Congratulations!!!**

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Mahesh Savale &lt;maheshs@smshettyinstitute.org&gt;

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## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** Shetty Shreya Ashok ( TY BAF )

### **Congratulations!!!**

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Digivanti Limited

1<sup>st</sup> September 2020

Tanaya Haldar

**Subject: Operations Executive Role**

Dear Tanaya,

We would like to congratulate you on being selected for the role of Operations Executive with Digivanti Limited.

Your role is scheduled to start effective 1<sup>st</sup> September 2020. This is subject to fully acceptable standards of work performance, attendance, punctuality and conduct.

You will currently be working from home until return to the office is mutually agreed upon. Thereafter, you should report to the following address for your daily working schedule:

Digivanti Limited  
WeWork Chromium Building  
Jogeshwari - Vikhroli Link Rd, next to L&T flyover  
Raje Sambhaji Nagar, Andheri East, Mumbai  
Maharashtra 400076

Excluding half an hour lunch breaks, your weekly working hours will be 42.5 hours. Your typical working hours will be 11am-8pm or 12pm-9pm Monday-Thursday and 10am-6pm on Fridays. Any variations to this must be agreed upon by myself.

Your pay will be 18,000 INR per month, which will remain at the same level throughout this fixed term contract, including any time you agree to work during unsociable hours. You will be paid in arrears on the last Friday of each calendar month.

During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

Holiday entitlement is one day per month for the duration of your employment, and an additional two national bank holidays. Sickness absence, be it half day or full day, are unpaid. If you are unwell and unable to attend work, you must inform us at least 60 minutes before your starting time.

Digivanti Limited will give you one-week notice, should we decide to terminate the employment before the end of the fixed term period. Similarly, you must give Digivanti Limited at least one-week notice, should you wish to terminate your employment.

Your continuing role is subject to satisfactory performance and conduct. Poor performance will result in the immediate termination of the employment.



## **PROVISIONAL OFFER LETTER**

**College Name:** SM Shetty

**Date:** 26-04-2021

**Dear** Uchil Akshay ( TY BCOM )

**Congratulations!!!**

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Airoli facility (4th ,5th ,6th Floor, K-10,Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial EstateThane Belapur Road Airoli , Navi Mumbai - 400708). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 10 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work in night shifts.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

**Talent Acquisition**  
**Sutherland**

This is digitally generated soft copy hence signature is not required

4th ,5th ,6th Floor, K-10, Liberty Tower, Reliable Plaza IT Park, MIDC, Kalwa Industrial Estate  
Thane Belapur Road Airoli , Navi Mumbai - 400708



Mahesh Savale &lt;maheshs@smshettyinstitute.org&gt;

**Fwd: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College**

1 message

**Virendra Singh** <virendras@smshettyinstitute.org>  
To: maheshs@smshettyinstitute.org

Mon, Oct 17, 2022 at 2:48 PM

sutherland 2020-21

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

From: **Sutherland Campus Team India** <[SutherlandCampusTeam.India@sutherlandglobal.com](mailto:SutherlandCampusTeam.India@sutherlandglobal.com)>

Date: Fri, Jan 29, 2021 at 5:24 PM

Subject: Sutherland Campus Invite - Bunts Sanghas S M Shetty College of Science Commerce and Management Studies At S M Shetty High School and Jr College

To: [virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org) <[virendras@smshettyinstitute.org](mailto:virendras@smshettyinstitute.org)>Cc: Divya Thiagarajan <[Divya.Thiagarajan@sutherlandglobal.com](mailto:Divya.Thiagarajan@sutherlandglobal.com)>

Dear Mr. Virendra Singh,

Warm Greetings from Sutherland!

As a process transformation company, Sutherland rethinks and rebuilds processes for the digital age by combining the speed and insight of design thinking with the scale and accuracy of data analytics. We have been helping customers, across industries from financial services to health care, achieve greater agility through transformed and automated customer experiences for over 30 years.

Headquartered in Rochester, N.Y., Sutherland employs thousands of professionals spanning 19 countries around the world. To learn more, please visit us at [www.sutherlandglobal.com](http://www.sutherlandglobal.com), and follow us on FB [www.facebook.com/SutherlandGlobalServicesIndia/](https://www.facebook.com/SutherlandGlobalServicesIndia/)

At Sutherland we recognize that one of our greatest strengths is our talented and diverse pool of professionals who are engaged with us. To augment our ever growing business requirements, we at Sutherland have always come up with a variety of Career Opportunities to the discerning candidates.

We would like to partner with your institution / college and offer great career opportunity for your students through our campus placements. Kindly let us know when we can set up some time to discuss the way forward.

Looking forward for a positive response and support to make this campus career placement a success.

**Pre-requisite**

Graduates/ Three year Diploma Holder
Basic computer knowledge in Hardware, Operating Systems and Networking
Aptitude for troubleshooting Desktops/ Laptops
Excellent spoken and written English communication skills

Open to work in Rotational shifts
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<b>Work Location</b>	Chennai/ Hyderabad/ Cochin/ Pune/ Mumbai (Malad, Airoli)
<b>Salary</b>	Up to 2.50 L (Fresher's) - Package differs based on the individual's skill set

Regards,

Sutherland Campus Team

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#### E-Mail Disclaimer Terms

The following terms shall apply to the recipients of the mails received from Bunts Sangha's S M Shetty Educational Institutions from the id – [smsheettyinstitute.org](mailto:smsheettyinstitute.org)

#### Confidentiality

This email and any files transmitted with this email are confidential and intended solely for the use of the recipient to whom they are addressed. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this mail and attached file/s is strictly prohibited. You are also advised to notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

#### Warning - Transmission of viruses

Computer viruses can be transmitted via email. The recipient should check this email and attachments for the presence of viruses. Although the sender has taken reasonable precautions to ensure no viruses are present in this email, the sender shall not accept any liability / responsibility for any loss or damage arising from the use of this email or attachments.

# Younoh Media (OPC) Pvt Ltd



Date: - 04/03/22

To,

Name :- Vrinda Soman

Email :- vrinda.soman@younoh.in

Phone :- +91 9869348460

Dear Vrinda,

We are happy to officially promote you as of 01-03-2022.

Attached you'll find your updated contract that contains your new employment terms along with your compensation package and benefits.

Please review and feel free to reach out to me, should you have any questions. We appreciate your hard work and commitment to the Younoh Media team for the past Nine months.

We're all looking forward to seeing you achieve great things.

Congratulations!

Best,

Vishal Mahtani.

COO 04/03/2022

# Younoh Media (OPC) Pvt Ltd



## **Annexure**

### **I. Younoh Media Head Of Graphic Designing Department**

Your title will be Head Of Graphic Designing Department

#### **Working schedule**

This is a Full-Time position. Your regular weekly schedule will be Monday to Friday 10:00am -17:00 pm

#### **Employment Relationship**

Employment with the Company is for 12 months. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any reason, with or without cause with a period of 1 month any time. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you.)

# Younoh Media (OPC) Pvt Ltd



## II. Cash Compensation

### Salary

The Company will pay you salary of INR 25,000 per month, payable in accordance with the Company's standard payroll schedule, beginning 01-03-2022 and you will receive your first paycheck on 01-04-2022. This salary will be subject to adjustment pursuant to the Company's employee compensation policies.

### Tax withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law. Will be paid by the company.

The company will maintain a savings Account which the company will put in an amount equivalent to the Provident Fund Amount which the employee will be provided on the time of their Exit from the Company

## III. Employee benefits

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits.

The Company offers a comprehensive employee benefits program, including:

### Vacation policy

You will be eligible for 24 days leave per year. 2 days per month. Paid time off is additional to sick days and days that the company does not operate.



## IV. Privacy and Confidentiality Agreements

### Privacy Agreement

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### Conflict of Interest policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

### Proprietary Information and Inventions Agreement

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

## VI. Termination Conditions

The Company reserves the right to terminate employment of any employee for just cause at 30 days notice period. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.



## VII. Interpretation, Amendment and Enforcement

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company. You may indicate your agreement with these terms and accept this offer by signing and dating this agreement.

Upon your acceptance of this employment offer, Younoh media will provide you with the necessary paperwork and instructions.

Sincerely,

Vishal Mahtani

COO

Signatures:

4 | 03 | 22

Date

Company Representative (Sign)

4 | 03 | 22

Date

Applicant (Sign)