

Offer Letters 21-30



To,
Miss. Aza Sayyed,

Date: 10th June 2024

Subject: Appointment as Executive - Talent Acquisition

With Reference to your interview held with us, we are pleased to appoint you as **Executive - Talent Acquisition**, at Right Move Staffing Solutions Private Limited. You are requested to join us on or before **10th June 2024**. If for whatever reason, you are unable to meet this date, please contact the undersigned immediately. Your Annual Gross Salary is **Rs.1,84,000/**.

Your Emoluments and Benefits will be as follows:

General:

1. This **Appointment** is made for work at **Pune**. However, your services are liable to be transferred, to the Company's branch offices, or at customer's location or at partners' location anywhere in the world.
2. In case you are employed, you are expected to join the Company after your present employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, Company will not be liable for any consequences arising out of your previous employment.
3. You will be on probation for a period of 6 months, from the date of joining. While on probation, the contract of service can be terminated in case of performance issue without any notice.
4. After successful completion of probationary period, you will be required to give 60 days' written notice or salary thereof in case you decide to leave our services subject to the Company's discretion; in the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 60 days' notice period.
5. You are required to maintain total confidentiality in regards to your compensation details before and during the employment. The same should not be disclosed to anybody.
6. We treat that the information produced by you at the time of recruitment is true and correct. By signing this offer letter, you hereby give your consent to the Company and/or their authorized agency to take all necessary actions to verify the authenticity of the provided information. You agree that in case the information, particulars and data furnished to the Company by you are found to be erroneous, inaccurate and untruthful, the Company has the right to take necessary disciplinary action including termination of your employment/service.
7. **Working Days:** Normal working hours are 54 Hours/Week, Monday to Saturday. Company observes Sunday as a compulsory weekly off.
8. **Holidays and Leave:** The Company observes 8 holidays per calendar year as announced at the beginning of the calendar year. You will be entitled to 12 days of Earned Leave per financial year.



RIGHT MOVE STAFFING SOLUTIONS PRIVATE LIMITED

T-313, Ashoka Mall, Next to Ranka Jewellers, Bund Garden Road, Pune - 411 001. (India)
Tel.: 020-41227397 Mob.: +91-9762030403 E-Mail : info@rightmoveconsultants.com
www.rightmoveconsultants.com CIN : U74999PN2018PTC177424



Extending Your Enterprise

10-Aug-2024

Ruchi Diwakar Maurya

Sr no 25, Dhanori road near ganpati mandir

munjaba wasti lane no.10 plot no.13

India

Letter of offer**Dear Ruchi,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Associate - Operations (JC3383)** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Magarpatta (PUNE AV)** 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 - Operations (JC3383)**.

Compensation: Your Total Gross Pay will be **INR 2,74,982 (Indian Rupees Two Lakh, Seventy Four Thousand, Nine Hundred And Eighty Two 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 **12-Aug-2024**.

Place of work: Your place of work will be **Pune - Magarpatta (PUNE AV)**. 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.

**For WNS Global Services Pvt. Ltd.***Adil Nargolwala*

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

Signed by:
Ruchi
78C9553522764A1...

Accepted and Agreed

Ruchi Diwakar Maurya
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.
- 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.
- 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,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala



Signed by:
Ruchi
78C955352764A1...

Accepted and Agreed

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Ruchi Diwakar Maurya
Candidate's Name & Signature

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196



- 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.

Kindly acknowledge receipt of the offer letter and confirm your acceptance via e-mail within 5 working days from receipt of mail with offer letter. In case you do not accept this offer within the stipulated time and in absence of any communication from your end to this effect, it will be presumed that you are not keen on pursuing this employment at WNS and hence the said offer shall stand revoked at the sole discretion of the company

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

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

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Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
U72200MH1996PTC100196**



Signed by:
Ruchi
78C9553522764A1...

Accepted and Agreed

**Ruchi Diwakar Maurya
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	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: 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) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (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 - 1 copy
D	PERMANENT ADDRESS PROOF : (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) - 1 copy . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : 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	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.



For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

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Signed by:
Ruchi
78C955352764A1...

Accepted and Agreed

Ruchi Diwakar Maurya
Candidate's Name & Signature



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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.

Adil Nargolwala

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

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U72200MH1996PTC100196**

Signed by:
Ruchi
78C9553522764A1...

Accepted and Agreed

**Ruchi Diwakar Maurya
Candidate's Name & Signature**

Annexure II			
Name	:	Ruchi Diwakar Maurya	
Title	:	Associate - Operations (JC3383)	
Role Band	:	A	
BU/EU	:	Insurance (901006000)	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		9,000	1,08,000
House Rent Allowance		4,500	54,000
City Compensatory Allowance		1,827	21,927
Sub Total - I	A	15,327	1,83,927
Bonus / Incentive (4)	(a)	2,785	33,418
Company's contribution to Provident Fund (1)		1,299	15,591
Company's contribution to ESI (3)		589	7,064
Sub Total - II	B	4,673	56,073
Total Fixed Pay	C = A + B	20,000	2,40,000
Bonus / Incentive at Maximum Level (4)	(b)	5,700	68,400
Gross Pay (CTC) at Minimum Level	D = C	20,000	2,40,000
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	22,915	2,74,982
BENEFITS			
Gratuity payable As per Payment of Gratuity Act, 1972			
Note:			
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 initial calculation for the PF remittance is based on the amount payable at the time of joining. However, the final PF remittance will be determined on the amount actually paid from time to time in accordance with the provisions of the PF Act and may differ from the amount initially indicated in your offer letter.			
3)The Company provides following discretionary Insurance benefits: a) Medicaclaim 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.			
4) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
5) 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.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

Signed by:
Ruchi
78C9553522764A1...

Accepted and Agreed

Ruchi Diwakar Maurya
Candidate's Name & Signature



21 August 2024

Sita Dhakal

Air force station vimanagar
Pune- 411014
India

Dear Sita,

We thank you for the interest shown with BP Business Solutions India Private Limited (the 'Company') for an apprenticeship ('**Apprenticeship**') in line with National Apprenticeship Promotion Scheme (NAPS) under the Ministry of Skill development and Entrepreneurship.

As an apprentice in our program, you will have the opportunity to gain hands-on experience and receive comprehensive on the job training.

Throughout the course of your apprenticeship, you will work closely with experienced mentors who will guide you through your training and provide you with the support and advice you need to succeed.

Details of the apprenticeship are subject to the terms and conditions mentioned below:

1. Subject to Clause 10, your Apprenticeship with us shall be for a fixed period of **12 months** commencing from **02 September 2024** and concluding on close of business of **05 September 2025**. For this Term you would be paid a monthly stipend of **Rs.30,000/-**, subject to deduction of applicable taxes.
2. During your engagement with us, you shall be entitled to 12 days of annual leave and 10 days of sick leave.
3. You will be working with a person as may be assigned by the Company from time to time on assignments and your working hours would be defined and may change basis business requirements.
4. All information provided to you by or on behalf of the Company or its affiliates, including information provided by third-party consultants or counterparties shall constitute "bp Confidential and Proprietary Information". You undertake not to disclose or part with bp Confidential and Proprietary Information to any person without prior written permission from the Company and on completion of your engagement with us, you shall return all training notes/documents, or any other material, which have been shared with you.
5. You hereby agree and acknowledge that nothing in this letter shall entitle you to any Intellectual Property Rights of bp including its affiliates (bp IPR) or to any goodwill attaching thereto and further acknowledge that you shall not acquire any rights in respect thereof by virtue of this Apprenticeship. You further undertake not to do or authorize any third party to do any act, which would or might violate or be inconsistent with the bp IPR. For the purposes of this clause, bp IPR shall mean any patent, copyright, registered design, trademark (whether or not registered), know-how, bp Confidential and proprietary



Date: 10-Sep-2024

Subject: Letter Of Intent

Dear Aditi Gupta,

With reference to our discussions and the interview, we are delighted to offer you the position of **Associate - HR & Training - Human Resources**.

Your all inclusive Annual Compensation will be INR 2,83,923/- and we would require you to join us on or before 10-September-2024. We would require you to submit all the documents listed in this LOI before 10-September-2024. Failure to submit the required documents, would result in this LOI being void and your joining will be postponed.

Your net take home salary would be INR 19,419/- (Earnings are subject to Income Tax and any other statutory compliance changes/deductions).

Annexure A		
Particulars	Monthly	Yearly
Basic	14,106	1,69,272
HRA	5,606	67,272
Personal Allowance	0	0
Food Card	0	0
LTA	0	0
Gross	19,712	2,36,544
Statutory Bonus	1,400	16,800
Gross Payable (A)	21,112	2,53,344
Company's contribution to PF	1,693	20,316
Company's contribution to ESIC	0	0
Gratuity	-	8,138
Insurance	-	2,125
Total (B)	22,805	2,83,923
Fixed CTC	22,805	2,83,923
All Inclusive Annual Compensation	22,805	2,83,923
Deductions		
Employee contribution to PF	1,693	20,316
Employee contribution to ESIC	0	0
Professional Tax	0	0
LTA Deduction	0	0
Food	0	0
Total Deduction	1,693	20,316
Net Take Home (Exclusive of TDS)	19,419	2,33,028



* In addition to the above compensation, you would be eligible for the below insurance

Credence Resource Management Private Limited

CORPORATE OFFICE : E PARK, SOUTH TOWER, 2ND FLOOR, KHARADI MIDC, KHARADI, PUNE, MAHARSHTRA - 411014

PHONE NO. : 020-67113636

CIN - U74120PN2013PTC15430

www.credencerm.com

coverage benefits as per the prevalent policy for the year [Subject to your formal appointment and clearance of the background verification formalities]:

- Medical Insurance coverage [GMC] - **INR 1,00,000/- for self**
- Group Personal Accident coverage [GPA] - **INR 2,25,000/- for self**
- Group Term Life Policy coverage [GTL] - **INR 2,00,000/- for self**

* Your appointment letter will be issued to you post joining the organization, once you complete all documentation formalities and Employee ID is generated.

* A Background Verification (BGV) is done post completion of joining formalities, basis the information provided by yourself [in your resume, joining form and documents]. In case of a negative verification report, you will be separated from the organization and shall not be eligible for any compensation, considering falsified information was provided at the time of Onboarding.

* Documentation: You may be asked to submit your original documents for review, if required by Credence. You should have already sent scanned copies of the below documents to the HR team

- PAN Card
- Aadhar Card
- Education Documents - 10th, 12th, Diploma certificate, Graduation certificates, Post-Graduation, if applicable
- Current Address Proof [Election Card/Passport/ Rent Agreement/Driver License/ Electricity Bill/Aadhar Card/Notarized Self-affidavit/Property Tax/Index 2/Govt. Bank Passbook].
- Permanent Address Proof [Election Card/Passport/ Rent Agreement/Driver License/Electricity Bill/Aadhar Card/Notarized Self-affidavit/Property Tax/Index 2/Govt. Bank Passbook].
- Work Experience related documents
 - o Joining and leaving proof for all companies worked
 - o Additionally for the last employment last 3 month's pay slips.
- 1 passport size photograph with white background [Soft Copy]
- 1 passport size photograph with white background [Hard Copy for Temp Identity card]

* Employees would not be eligible for earned/casual leaves during the first 3 months of joining the organization.

* Credence has a tied up with AXIS Bank & Kotak Mahindra Bank for salary accounts. If you have any negative balance or other issues with these banks; please ensure that these are taken care of prior to your salary release. Your salary from CRM is transferred directly into the accounts, via account transfer only. You are required to carry 1 photograph, and an 'original

Credence Resource Management Private Limited

CORPORATE OFFICE : E PARK, SOUTH TOWER, 2ND FLOOR, KHARADI MIDC, KHARADI, PUNE, MAHARSHTRA - 411014
PHONE NO. : 020-67113636 CIN - U74120PN2013PTC15430 www.credencerm.com



plus one photocopy' of your Aadhar Card, PAN Card & Address Proof [Maharashtra issued Driving License is not accepted by Kotak], to process the bank account opening formality.

You are required to adhere to statutory policies, client procedures and company policies when executing your role and as a matter of overall conduct during the course of your employment with Credence. Any violation of these policies may result in immediate termination of your services.

We once again would like to thank you for your interest in seeking a career with our organization and hope you will have a successful career with us.

For Credence Resource Management Pvt. Ltd.



Saahil Kumar
Vice President - HR & Training



Credence Resource Management Private Limited

CORPORATE OFFICE : E PARK, SOUTH TOWER, 2ND FLOOR, KHARADI MIDC, KHARADI, PUNE, MAHARSHTRA - 411014

PHONE NO. : 020-67113636

CIN - U74120PN2013PTC15430

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26-Jul-2024

Khyati Mahesh Dawara

22/B-302, N Main Rd, Damco Society, Ragvilas Society, Near Rocket Momos, Lane c1, N Main Rd, Koregaon Park, Pune, Maharashtra 411001Koregaon Park, Pune,

411001Koregaon Park, Pune,

India

Letter of offer

Dear Khyati,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Associate - Operations (JC6242)** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Weikfield (WEIKFIELD)** 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 - Operations (JC6242)**.

Compensation: Your Total Gross Pay will be **INR 3,23,782 (Indian Rupees Three Lakh, Twenty Three Thousand, Seven Hundred And Eighty Two 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 Bonus: You would be eligible for a one-time Joining Bonus of INR 10,000 Only (Indian Rupees Ten Thousand Only). Joining Bonus would be paid subject to you joining on or before the joining date as mentioned below and would be paid along with your first month's salary. The amount paid will be subject to tax as applicable and will be recovered in full in the case of termination of your employment with the Company within 12 months from the Date of Joining.

Retention Bonus: You would be eligible for a one-time Retention Bonus of INR 15,000 Only (Indian Rupees Fifteen Thousand Only). You would be eligible to receive this amount on completing 12 months of continuous service with the Company, from the Date of Joining. The retention bonus paid will be subject to tax as applicable. The retention bonus will not be applicable if you fall below the expectations on conduct, performance, and/or other workplace behaviour and do not meet the terms and conditions of offer/appointment letter issued at the time of joining also subject to you being employed with the company at the time of this payment. In the event of your resignation from the Company within 6 months from the Date of Payment of the Retention Bonus, the amount will be recovered in full.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala



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

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Signed by:

40470789C17245E...

Accepted and Agreed

**Khyati Mahesh Dawara
Candidate's Name & Signature**



Extending Your Enterprise

Joining Date: You are expected to join us by **26-Jul-2024**.

Place of work: Your place of work will be **Pune - Weikfield (WEIKFIELD)**. 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.



For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

Signed by:

40470789C17245E...

Accepted and Agreed

Khyati Mahesh Dawara
Candidate's Name & Signature



Extending Your Enterprise

1. TERMS & CONDITIONS:

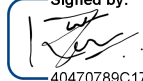
- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true 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.
- 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.
- 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,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition



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- 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.

Kindly acknowledge receipt of the offer letter and confirm your acceptance via e-mail within 5 working days from receipt of mail with offer letter. In case you do not accept this offer within the stipulated time and in absence of any communication from your end to this effect, it will be presumed that you are not keen on pursuing this employment at WNS and hence the said offer shall stand revoked at the sole discretion of the company

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

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

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**Khyati Mahesh Dawara
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	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: 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) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (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 - 1 copy
D	PERMANENT ADDRESS PROOF : (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) - 1 copy . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : 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	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.




For WNS Global Services Pvt. Ltd.

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Candidate's Name & Signature



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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.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
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Accepted and Agreed

Khyati Mahesh Dawara
Candidate's Name & Signature



Annexure II			
Name	:	Khyati Mahesh Dawara	
Title	:	Associate - Operations (JC6242)	
Role Band	:	A	
BU/EU	:	Travel (901014000)	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		9,750	1,17,000
House Rent Allowance		4,875	58,500
City Compensatory Allowance		2,188	26,250
Sub Total - I	A	16,813	2,01,750
Bonus / Incentive (4)	(a)	2,785	33,418
Company's contribution to Provident Fund (1)		1,433	17,190
Company's contribution to ESI (3)		637	7,643
Sub Total - II	B	4,854	58,250
Total Fixed Pay	C = A + B	21,667	2,60,000
Bonus / Incentive at Maximum Level (4)	(b)	8,100	97,200
Gross Pay (CTC) at Minimum Level	D = C	21,667	2,60,000
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	26,982	3,23,782
BENEFITS			
Gratuity payable As per Payment of Gratuity Act, 1972			
Note:			
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 initial calculation for the PF remittance is based on the amount payable at the time of joining. However, the final PF remittance will be determined on the amount actually paid from time to time in accordance with the provisions of the PF Act and may differ from the amount initially indicated in your offer letter.			
3) The Company provides following discretionary Insurance benefits: a) Medicaclaim 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.			
4) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
5) 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.

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Signed by:

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Accepted and Agreed

Khyati Mahesh Dawara
Candidate's Name & Signature

OFFER CUM APPOINTMENT LETTER

Pavitra Ganeshan

E/19, Citadel , B.T. Kawade road
Pune
411001
IND

Dear Pavitra,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **VCS Associate** for Virtual Contact Center(MH,IN), India.

You shall work from your home location approved by Amazon India and the current specified areas for home locations for each VCS location is laid down in Annexure I to this Offer cum Appointment Letter. The VCS Work from Home policy also explains the areas of home location for each VCS location. The Company reserves the right to change such home locations/VCS locations from time to time and you shall abide by the same. Any request for change in your Home Location will be subject to the approval of Amazon India and on such terms and conditions as may be specified.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **5 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement



1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W)
Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

Acknowledged by pavitra.rganeshan@gmail.com at 2024-05-16T17:42:44 UTC.

Your employment with Amazon India will commence on 21-May-2024.

2. Probation

You shall be on probation for a period of 3 months (“Probation Period”) from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

- 3.1 You will be employed in the position of **VCS Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India’s rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India’s Policies and Procedures, as communicated to you, as well as the VCS Work From Home Policy. Amazon India reserves the right to change Amazon India’s Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

2

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Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

Acknowledged by pavitra.rganeshan@gmail.com at 2024-05-16T17:42:44 UTC.



The normal business hours of work which will apply to you will be advised on commencement of employment. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and thereafter, from time to time, as required. Certain business teams also operate on 24x7 basis and hence may have rotational shifts or related requirements for their respective team members. Please refer to Amazon's Policies and Procedures for further details.

By signing this offer cum appointment letter, you agree to work in night shifts as may be required by Amazon India from time to time and also authorize Amazon India to make relevant disclosures/filings in this regard to the Government authorities, if required under the applicable law. Please refer to Amazon's Policies and Procedures for further details.



5. Place of Work

Unless considered necessary by Amazon India, you shall work from your home location in Virtual Contact Center(MH,IN) or such other home address as Amazon India may approve from time to time ("**Home Location**") and shall match the residential "home address" as updated by you on Amazon India systems. Amazon India's approval is necessary to ensure that the data and information security requirements applicable to your employment are being complied with at all times. The provisions of the VCS Work from Home Policy will be applicable while you will be working from such an approved Home Location. You may be required to travel and / or work at other locations, including Amazon India office premises / Amazon India directed office premises of a customer or client or at an affiliate's facilities based on business requirements. You can change your Home Location, however, in such a case you would also be required to inform Amazon India whenever there is a change in the address aforementioned and Amazon India reserves the right to either accept on terms and conditions as may be specified or reject such a change to ensure that data and information security requirements are being complied with and to this effect, Amazon India may require you to demonstrate your compliance with such requirements, the VCS Work from Home Policy or any other stipulations hereunder. It is clarified that while you can choose to work from the Home Location identified by you, Amazon India and/ or its affiliates shall not have any right or control over your Home Location, however, subject to prior intimation, Amazon India can conduct audit and/ or inspection of your Home Location or the usage thereof for the purposes of your employment, to ensure that such Home Location or its usage is in compliance with the applicable Amazon India policy requirements and standards, to the extent applicable thereto. Amazon India and/ or its affiliates shall also not

3

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supply or receive or be deemed to supply and/or receive any goods and/ or service from or at your Home Location. Your employment with Amazon India shall be linked to Amazon India's office located at MH IND for administrative and reporting purposes and shall be subject to your adherence with the provisions of **VCS Work from Home Policy**.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, or assign you with work and tasks pertaining to other units of the Company its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.350,000 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.
- 6.2 Your Base Salary is inclusive of both, the employer's and employee's provident fund contributions. Your salary will compensate you for all hours worked.
- 6.3 Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures.
- 6.4 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies or your failure to return Amazon India's property.
- 6.5 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

7. Contribution to Employees' Provident Fund



Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

- 8.1 Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.
- 8.2 You are encouraged to not avail leave during the Training Period. Any absence from work during the Training Period will hinder training and may render the training as not having been successfully completed.

9. Confidential Information and Confidentiality Obligations

- 9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:
- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services, clients, sellers, agents,



- employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
 - (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
 - (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
 - (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
 - (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
 - (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
 - (9) the following information which shall hereinafter be referred to as the "Disclosure Information":



- (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
 - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
 - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
 - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and



(13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.



- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as



may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer



from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

- 12.1 You consent to and authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further consent to and authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Provision of Equipment and Amazon's liability

- 13.1 Upon your execution of this Offer cum Appointment Letter, but prior to the date of commencement of your employment with Amazon India, Amazon India may provide you with certain equipment for official purposes only.
- 13.2 The said equipment shall be subject to the terms stipulated in this Offer cum Appointment Letter and the **VCS Work From Home Policy**, as well as all other Amazon policies that may be made applicable to you from time to time. Amazon India reserves the right to replace the equipment and take back old equipment as and when the need for the same arises.



13.3 You expressly agree that neither Amazon India, nor its officers or employees shall be responsible or liable for any loss, damage, injury or death caused to you, any member of your household / Primary Work Location, or any third party whosoever, either directly or indirectly arising out of, or caused due to, any of the equipment provided to you by Amazon India or used by you during the course of your employment. You hereby waive any and all claims, including claim for damages, against Amazon India, its officers and/or its employees relating to any injury / loss of life or mental agony arising out of any such incident. Even where you have been advised that such claims or right to make such claims exists against Amazon India, its officers and/or its employees, you hereby waive any and all such claims as well as the right to make such claims. You further agree that all claims of whatsoever nature in respect of the aforementioned loss, damage, injury and/or death shall be as against the manufacturer / vendor of the equipment only.

14. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

15. Termination of Employment

15.1 This agreement will be terminable by either party by giving a prior written notice of a tenure (exclusive of any leaves availed during that period) as provided below based on the employee's job level at the time of exit:

- a. Employees at job levels L6 or higher will be required to provide a 2 (two) months' prior written notice. Amazon India may terminate the employment of such employees by providing 2 (two) months' prior written notice or payment in lieu thereof;
- b. Employees at job levels L5 or lower will be required to provide a 1 (one) month prior written notice. Amazon India may terminate the employment of such employees by providing 1 (one) month prior written notice or payment in lieu thereof.

15.2 It is clarified that while Amazon India may pay in lieu of the aforesaid notice period for terminations initiated by Amazon India; Amazon India reserves its right to accept or deny payment made in lieu of notice by an employee for a termination initiated by the employee.



- 15.3 You are being offered this position at Job Level 2, which corresponds to a 1 month notice period at the time of hiring, but this may be subject to change based on your job level at the time of exit.
- 15.4 Amazon India reserves the right to terminate your employment forthwith “for cause” without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
 - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India’s Policies and Procedures;
 - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
 - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
 - (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
 - (vi) fail to provide necessary documents for background check within stipulated timelines
 - (vii) commit any act detrimental to the interest of Amazon India;
 - (viii) abstain from work for seven consecutive days without informing Amazon India;
 - (ix) have changed your primary work location mentioned in Section 5 above without prior approval from Amazon India; and/or
 - (x) fail to report to Amazon to commence your employment on the Date of Commencement mentioned in Clause 1 hereinabove.
 - (xi) are in breach of any of the terms contained in the Confidentiality, Non-competition and Invention Assignment Agreement.
- 15.5 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India’s option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India’s Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India’s property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is



termed “Full and Final Settlement”, you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India’s Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

17. New Hire Background Investigation

- 17.1 It is Amazon India’s policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon your criminal background check, denied parties sanction check and reference checks to be conducted by Amazon India being successfully completed. Please note that the educational and professional qualifications furnished by you to Amazon India shall be deemed to be your updated and final qualifications.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

18. Foreign Nationals

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.



- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Investigations and Surveillance

- 19.1 You may be required to participate in investigations carried out by Amazon. You agree to participate, co-operate, be honest and not interfere with, impede, or undermine the investigation. You consent and acknowledge that owing to such investigations, Amazon has the right to monitor, inspect and access any and all data that is stored in Amazon India's equipment and resources used by you.
- 19.2 In order to maintain the safety and security of our workplace and systems, as well as loss prevention, we may deploy the use of closed-circuit television (CCTV) or other forms of surveillance in most or all Amazon facilities. These may be installed in accordance with Amazon internal policy to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to Amazon's business interests or which could bring it into disrepute. Your data generated through the course of this limited surveillance may be processed in connection with these safety and security related investigations and audits

20. Representations and Warranties

You hereby represent and warrant to the Company that:

- 20.1 You have carefully read and fully understands all the provisions of this Offer cum Appointment Letter;



- 20.2 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 20.3 you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even if you are subject to a pardon, amnesty, or similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you;
- 20.4 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 20.5 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer);
- 20.6 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 20.7 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 20.8 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.
- 20.9 You will abide by the terms and conditions contained in the **VCS Work From Home Policy** and Amazon's Owner's Manual during your employment with Amazon India.

21. Notices



All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider to your Primary Work Location or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

22. Waiver

Failure, delay or omission on the part of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

23. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

24. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

25. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to construe you as an independent contractor of the Company.

26. Liability for Breach



You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

27. Indemnity

At all times during the course of your employment in Amazon (and even after the termination of this Offer cum Appointment Letter with respect to the terms contained herein), you agree to indemnify and keep indemnified Amazon, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which Amazon may suffer or incur or which may be made against Amazon as a result of your acts or omissions during the course of employment.

28. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

29. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

30. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject



matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

31. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

32. Survival

Your obligations under Sections 9, 10, 12,13.3, 15, 23, 24, 25, 27, 28, 29, 30 and this Section 32 shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



ANNEXURE I

The table below showcases the areas of work from home for each Amazon VCS location. Any request for change in your Home Location or address will be subject to the approval from Amazon and on such terms and conditions as may be specified.

Amazon VCS location	Areas of home location in the State
Virtual Contact Center(MH,IN)	Comprises the districts of Mumbai, Mumbai Suburban, Thane, Raigarh, Palgarh, Pune
Virtual Contact Center(MH2,IN)	Entire Maharashtra Except the Districts of Mumbai, Mumbai Suburban, Thane, Raigarh, Palgarh, Pune
Virtual Contact Center(TG,IN)	Comprises the districts of Hyderabad, Ranga Reddy, Sanga Reddy, Medchal Malkajgiri
Virtual Contact Center(TG2,IN)	Entire Telangana Except districts of Hyderabad, Ranga Reddy, Sanga Reddy, Medchal Malkajgiri
1. Virtual Contact Center(KA,IN) 2. Virtual Contact Center(BLR,IN)	Entire State of Karnataka
Virtual Contact Center(DEL,IN)	Entire State of Delhi
Virtual Contact Center(UP,IN)	Comprises the districts of Meerut, Ghaziabad, Gautam Budh Nagar, Bulandshahr, Baghpat, Hapur,Shamli and Muzaffarnagar
Virtual Contact Center(UP2,IN)	Entire Uttar Pradesh Except the districts of Meerut, Ghaziabad, Gautam Budh Nagar, Bulandshahr, Baghpat, Hapur,Shamli and Muzaffarnagar
Virtual Contact Center(WB,IN)	Entire State of West Bengal
Virtual Contact Center(RJ,IN)	Entire State of Rajasthan
Virtual Contact Center(PJ,IN)	Entire State of Punjab and Union Territory of Chandigarh
Virtual Contact Center(TN,IN)	Entire State of Tamil Nadu
Virtual Contact Center(MP,IN)	Entire State of Madhya Pradesh



Virtual Contact Center(AP,IN)	Entire State of Andhra Pradesh
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You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited.

AUTHORIZATION

By

Signed by:GAUTAM MOHAN
Date: 2024.05.16 16:45:51 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

We want to clarify that Amazon's offer letters are hosted on Employee Document portal and not sent as email attachments or through any other communication channel. If you have received an offer letter as an attachment, we recommend you to utilize the QR code provided here to access Employee Document portal and verify authenticity. This step ensures the genuineness of your offer and helps protect you from potential fraud.



Date : 31/08/2024

Name : Ekta Nihalani

Sub : Offer of Appointment

Dear Ekta,

This is with reference to the interview held on **30/08/2024**. We are pleased to make an offer of appointment to you for the position of **Sales Intern** in our organization. This offer takes effect from your date of joining which shall be **09/09/2024**.

Compensation -

We confirm offering **Annual Compensation (CTC) of INR 1,80,000/-** to you, the details of which would be as follows -

SCHEDULE -1			
Name	Ekta Nihalani		
Designation	Sales Intern		
Department	Sales & Marketing		
Earnings	Fixed Components	INR (P.M.)	INR (P.A.)
	Basic	15,000/-	1,80,000/-
	HRA	NA	NA
	Communication Reimbursement	NA	NA
	LTA	NA	NA
	Variable	NA	NA
	Gross Income	NA	NA
Deductions	PF	NA	NA
	ESI	NA	NA
	TDS	1,500/-	18,000/-
Fixed Net Income		13,500/-	1,62,000/-



Regd. Off.: 1-B 808 AWHO Colony, Gurjinder Vihar, Greater Noida – 201308

Corp. Off.: Building Number 70, Block B, Noida Sector 67, UP -201301

CIN – U80900UP2019PTC118264

Ph. No. – +91 11 61273486 url: <https://www.skillinabox.in> **Email –** prateek@skillinabox.in



SKILLINABOX LEARNING SOLUTIONS PVT. LTD.

Note: You will receive stipend/Salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source and other deductions in accordance with applicable law.

- 1.The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.
2. Matter of your compensation is confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered a breach of agreement by you.
- 3.Your appointment to the services of the company is subject to satisfactory background reference checks and clearance from service agreements that you may have executed, which could have a bearing on your working with us.
- 4.This letter of offer is based on the information furnished in your application for Internship/Job and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to termination without prior notice.
- 5.This offer of appointment is valid until **01/09/2024** for acceptance. If we do not hear from you by **01/09/2024** i.e., the date on which validity of the offer expires, this offer of appointment shall be treated as withdrawn.
- 6.You are entitled to request for leaves only after successfully clearing the induction assessment that follows after the **15-days induction period**. This Job comes with a Pre placement offer after **3 months(90 days)**.
- 7.Your employment is terminated on an immediate basis by the employer in case you violate any company policies/ code of conduct/ rules & regulations.
- 8.Resignation during internship/Probation period will bind you to serve one month's notice or compensate for one month's stipend.
- 9.Resignation post confirmation of employment will bind you to serve One month notice or compensate for one-month basic salary.
- 10.In case of an absconding situation (unannounced absence from work for 2 or more than 2 days) during your employment tenure, your employment agreement including remuneration, all benefits and compensations stand terminated with immediate effect.



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12. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.
13. You must always maintain the highest degree of confidentiality. Keep records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learned by you in the course of your employment. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.
14. By signing this letter, you consent to the Company holding and processing information about you for legal, personnel, administrative and management purposes and in particular to the processing of any sensitive personal data or information as prescribed by the governing statute as applicable

On your date of Joining, for the purpose of verification and / submission of your credentials, you are requested to bring the original documents and copies thereof as mentioned in Scheduled II attached herewith.

If the above terms and conditions are acceptable to you, you may please endorse your acceptance in the format enclosed.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Your's Truly
Skillinabox Learning Solutions Pvt. Ltd.

A handwritten signature in blue ink next to a circular purple stamp, identical to the one above.

Prateek S Bhardwaj
Founder & CEO

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ACCEPTANCE LETTER

Date : **31/08/2024**

To: Skillinabox Learning Solutions Pvt. Ltd.

I, having gone through the terms and conditions of the service being offered to me, vide letter of offer/appointment dated and have understood the implications correctly and am pleased to accept the appointment after agreeing fully to the terms.

I shall be reporting for duty on: - **09/09/2024**

Candidate Name -

Candidate Signature -

Place -

Date -



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DOCUMENTS FOR VERIFICATION AND SUBMISSION

1. Original and copies of 10th/ 12th/ Graduation/ PG certificates and mark
2. Address Proof & ID Proof (Aadhaar)
3. Original copies of PAN & Aadhaar Card
4. Last 3 Salary slips showing Monthly salary and Annual benefits From previous employer
(Promotion / Increment letter where applicable)
5. Original copies of PAN & Aadhaar Card
6. Appointment letter, Relieving letter and Experience certificate from previous employer[s]
7. Canceled Cheque of Active Bank Account



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Corp. Off.: Building Number 70, Block B, Noida Sector 67, UP -201301

CIN – U80900UP2019PTC118264

Ph. No. – +91 11 61273486 url: <https://www.skillinabox.in> **Email –** prateek@skillinabox.in



SKILLINABOX LEARNING SOLUTIONS PVT. LTD.



Regd. Off.: 1-B 808 AWHO Colony, Gurjinder Vihar, Greater Noida – 201308

Corp. Off.: Building Number 70, Block B, Noida Sector 67, UP -201301

CIN – U80900UP2019PTC118264

Ph. No. – +91 11 61273486 url: <https://www.skillinabox.in> **Email – prateek@skillinabox.in**

11-Jul-2024

To,

Akshata Sanjay Jadhav,

Sub: Offer of Employment : Dealskart Online Services Private Limited.

Dear Akshata Sanjay Jadhav,

On behalf of **Dealskart Online Services Private Limited.** (hereinafter referred to as "We" or "Us" or "Company"), we are very pleased to issue this offer letter for the position of **Sales Associate** at **Pune**. This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below.

Joining Date and Compensation

Unless we mutually agree otherwise in writing, you will commence employment on **22-Jul-24 (Monday)** (the "Start Date"). Your starting Fixed Salary will be **240000 (Two Lakhs Forty Thousand Only)** per annum, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your fixed salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, excluding payments for any overtime. The Company reserves the right to revise/re-structure employee's Compensation at any time in accordance with the terms of its PMS and Compensation Framework Policy.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit/authorization/visa, as the case may be, to work in India.



If you wish to accept employment with the Company, please indicate so by either accepting the offer online on the Portal (Details mentioned in the email) or by sending an email confirmation to Human Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded.

The Company reserves the right to revise your work profile and/ or your salary structure, as per Company policy or any change in the Company's operational strategy from time to time or in case the profile becomes redundant for the Company or in case of any nonachievement of targets as assigned to you by the Company.

Employment terms and conditions

- Your location/ city/ region of work is subject to change as per the business expansion plans/strategies of the Company from time to time, to you which you shall have no objection.
- You Confirm that you have 24x7 uninterrupted access to high-speed internet connection to attend all your virtual training / calls /meetings pertaining to the Company's business/operations.
- You confirm your clear understanding of the compensation breakup and accept the same.
- You shall not apply for any leaves for a continuous period of more than 2 days within the first 90 days of your joining the Company except in case of medical emergency which shall be supported by a medical practitioner's prescription.
- Your appointment is contingent upon successful completion of a background verification. In case Your BGV is negative; this offer letter will be null & void.

We are very excited about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

You hereby confirm that you have read and understood the terms and conditions of this Letter and accept the same out of free will and volition.

This offer is valid subject to you submitting all the documents listed in this letter as well as a positive reference.

You shall be required to either upload following documents or bring the same on Your DOJ.



DealsKart

Online Services Pvt. Ltd.

Regd. Office: H. No. 339A/8, Mehta Chowk, Near Juhi Clinic Dadawadi Jain Mandir
Road, Mehrauli, New Delhi – 110030 Phone :0129-6620551 | Email: hr@dealskart.in

- Copy of Aadhar Card
- Copy of PAN Card
- Your professional academic qualification certificate(s) -10th Standard onwards
- Copy of UAN with KYC status updated as Yes
- Provident fund and pension scheme account number
- ESIC number if member of ESIC
- Details of your last revised compensation e.g. Your last payslip
- Form 16 from your previous employer / Salary certificates
- One cancelled cheque (Name imprinted) or cancelled cheque with passbook
- 4 Passport size photographs (To carry on your date of joining)
- Mandatory Covid Vaccine certificates (2 Doses)



Wishing you success in your career with us

Thanks & Regards

For Dealskart Online Services Private Limited

Authorized Signatory

A handwritten signature in blue ink, appearing to read 'Puneet', written over a diagonal line.

Puneet Manocha

Received and Accepted

SALARY ANNEXURE

Strictly Confidential

Annexure - I (Compensation Breakup)		
Particulars	Monthly	Annual
Basic Salary	10000	120000
House Rent Allowance	5000	60000
Statutory Bonus	1250	15000
Special Allowance	1765	21180
Employer Provident Fund	1412	16944
Employer ESIC	573	6876
Fixed Salary	20000	240000

- Monthly Incentive Plan (MIP) - You are also eligible to potentially earn incentive amount based on Store Performance, Individual Contribution relative to the target assigned by the Company in previous month and other factors, as determined by the plan from time to time. The Average monthly incentive amounts you're eligible is **INR 3,000/-** per month, you will be eligible for MIP only if; a) You are actively employed by the organization on the date of payout b) you have neither served your resignation nor are you serving notice. Under the agreement on the date of payout of the MIP. c) you meet the criteria laid down for MIP shared by the Company. The terms and conditions of the Monthly Incentive Plan is as per Company policy and is subject to changes based on management discretion.
- Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.
- Only those employees who have joined the company owner before 30th September of the respective financial year would be eligible for appraisal cycle for the respective Performance Year. The performance Appraisal policy of the company is subject to changes.
- Gratuity : Payment will be made as per Payment of Gratuity Act. Group Mediclaim Policy: You will be eligible for Mediclaim Benefit, as per Company Group Mediclaim Policy. You can enroll



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yourself and your family (Spouse + 2 Kids). This policy is not applicable for employees who are covered under ESIC as per eligibility criteria defined by the Statutory authorities.

- Group Personal Accident Policy: You will be eligible for Accidental, Weekly benefit and Death Benefit as per Group Personal Accident Policy.
- Group Term Life Policy: You will be covered under group Term life policy governed by the Company.
- All tax implications arising out of your salary structure shall be borne by you.

Note: The insurance benefits of the Company would be subject to change from time to time, as per Company's Policies.

For Dealskart Online Services Private Limited

Authorized Signatory



Puneet Manocha

Received and Accepted



1:33



To

Mehna Ramgir

Camp , Pune- 411001

Subject: **Offer of appointment as Executive Assistant**

Dear Mehna Ramgir ,

Greetings!

I am pleased to offer you the role of Executive Assistant at Instaowl Edtech Private Limited. Your qualifications and skills align perfectly with our requirements and we believe you will make a valuable addition to our team. We are confident that your contribution will help us achieve our organizational goal.

Job Title : Executive Assistant

Department: Administration

Reporting to : Academic Head

Start Date : 1st November 2023

Salary : 14000/- per month

Sincerely,

Dr. Namrata Singh

Director

Instaowl Edtech Private Limited

Mumbai, Maharashtra- 400051



PRIVATE AND CONFIDENTIAL

25/06/2024

Candidate ID: 113393

Ms. Rukaiya Shaikh

Shirin Appartment synagogue street camp Pune

510/ 5th floor Shirin Appartment near Geeta society synagogue street Camp Pune

Pune, Maharashtra - 411001

SUBJECT: Offer of Employment and Appointment Letter

Dear Rukaiya,

With reference to the recent meetings and discussions you have had with us, we are now pleased to make you an Offer of Employment with IGT Solutions Private Limited ("Company").

This Offer is made subject to and is conditional upon you meeting the following criteria:

A pre-employment screening check, including receipt of references to the satisfaction of the Company, as applicable.

Verification to the satisfaction of the Company of the information that has been provided to the Company during the course of your application process.

You are requested, to provide documentary proof to the Company that you are (and continue to be throughout your employment) in possession of the necessary permission to live and work in India. This includes satisfying the requirements of the government medical check, as applicable.

Every effort will be made to complete the Company's recruitment procedures before the date of your joining the Company. The checks/verifications listed above may be repeated at any time during your employment. If the checks listed above are not completed prior to the commencement of your employment and if you fail in any of the checks/verification performed, the Company may withdraw its Offer of Employment and Appointment Letter immediately and you will not be entitled to any pay in lieu of notice or any other compensation or damages.

If the checks are carried out while you are employed but do not return satisfactory results on account of misconduct, the Company may terminate your employment without notice or pay in lieu of notice, if you have been employed for less than one month, and/or by giving one week's notice if you have been employed for one month or more (subject to any greater notice period as may be required by law).

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www.igtlsolutions.com
mktg@igtsolutions.com

CIN U72300PN1998PTC187929



By accepting this offer, you consent to providing your Aadhar Card for the purposes of a) authentication; b) providing you with statutory dues like provident fund etc; b) proof of address, if applicable and c) background checks through Company personnel or third party vendor. In case you are unable to provide Aadhar card, you will immediately inform us the reason for the same.

Your appointment will be based on the following terms and conditions:

1. Appointment: You will be designated as **Process Associate** with effect from **05/07/2024** or your actual date of joining, whichever is later. Your final date of joining will be confirmed to you via email notification, as applicable. You will report to Practice Head or such other person as may be notified, from time to time, in writing to you by the Company. Your appointment is subject to your being found medically fit and a satisfactory verification of your qualification, references and background checks.

2. Compensation: Your role is currently positioned in Band **1C** and your monthly compensation and other benefits will be as specified in **Annexure 'A'**. You shall adhere to all policies framed by the Company and as amended from time to time. Further, you shall be liable for any income tax and all other applicable taxes arising out of payments received by you by way of remuneration as stated in this clause.

3. Probation and Confirmation: From the date of appointment, you shall undergo 90 days of probation in the Company, which may be extended if so deemed necessary by the Company for such further period as it deems fit. If you successfully complete the probation period, either initial or extended as the case may be, the Company may in its sole discretion confirm your employment. On expiry of the aforesaid probation period, your employment with the Company would be deemed to be confirmed. During the probation period either party can terminate the contract of employment within 10 days' notice prior written notice without assigning any reasons thereof.

4. Notice Period and Termination: Your appointment with the Company will be subject to termination with **30 days** notice or payment in lieu thereof. Should you desire to resign from the Company you shall provide the Company with a prior written notice of similar period of such resignation or payment in lieu thereof at the discretion of the Company. However, in case any disciplinary proceedings are either contemplated or pending against you, the Company shall have the right not to accept your resignation. If you desire to resign from your services hereunder, you shall, notwithstanding the provision with respect to payment in lieu of the notice as provided hereunder, make yourself available during all office hours, for such period from the date of tendering your resignation, as maybe required by the Company at its discretion in order to ensure smooth transition.

5. Retirement: You shall retire upon attaining such retirement age as may be determined by the Company as per its policies from time to time. Upon such retirement, you shall cease to be an employee of the Company. The Company may, however, at its sole discretion, choose to extend the term of your employment for such further period as it may deem fit.



6. Location/Domicile: You will initially be posted in . However, the Company may, at any time, at its sole discretion, transfer/second and/or depute you from one place to another anywhere in India or abroad and/or from one department to another and/or from one division to another and / or to any of its affiliates, associates, subsidiaries, group companies or customers or other concern in which the Company may be having any interest whether existing or which may be set up in future.

7. Company Policies: During the course of your employment with the Company, you shall be required, to keep yourself informed, updated and comply with, all the policies and procedures of the Company in force and as may be amended from time to time and as applicable to you, which shall be considered to be a part of your Appointment Letter and terms of employment. The company shall not be responsible for any damage/loss of any nature whatsoever accruing to you, owing to you not being aware of and/or updated with any such Company policies and amendments thereto.

8. Role & Responsibility: Your responsibilities and duties will be shared with you on your joining the company and you would be expected to discharge your duties accordingly. However, in addition to our usual duties, you may be required to discharge and perform any responsibility or work that may be entrusted and assigned to you by the Company. During the course of your employment with the Company, the Company shall be entitled to change your designation and / or reporting structure. You will also be responsible for the effective functioning of the staff or employees, if any, under your supervision.

9. Confidentiality: You will maintain strict confidentiality as regards all matters concerning the Company and will not divulge any information regarding the Company to any third party, without the prior written consent of the Company. In addition to the provisions of this clause, your confidentiality obligations towards the Company shall be governed by the terms and conditions of the Confidentiality and No-Disclosure Agreement, attached hereto as **Annexure 'B'**, which shall be considered as an integral part of this Appointment Letter. In the event of any conflict, in respect of any confidentiality related provisions, between the contents of this Appointment Letter and the Confidentiality and Non-Disclosure Agreement, the provisions of the Confidentiality and Non-Disclosure Agreement shall take precedence.

10. Veracity of Particulars Submitted: It is understood that this employment is being offered to you on the basis of the particulars submitted by you in your application for employment under the Company. However, if at any time it should emerge that the particulars furnished by you as part of the joining formalities, are false, incorrect or inaccurate; or if any material or relevant information has been suppressed or concealed; if you are engaged in any fraudulent activity or misconduct; or if your performance is not up to the expected standard; your appointment will be considered ineffective and irregular and would be liable to be terminated by the Company forthwith without notice or salary in lieu thereof. This will be without prejudice to the other rights of the Company including taking disciplinary action against you for the same.

11. Exclusivity: During the period of your employment with the Company, you shall work exclusively for the Company and not secure any other job either for remuneration or on honorary basis, without the prior written consent of the Company.

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12. Non Solicitation: You shall not at any time during the term of your employment with the Company or thereafter, under any circumstances, directly or indirectly entice or solicit the Company's and/ or any of its subsidiaries' and / or affiliates' personnel to leave the employment of the Company and/ or any of its subsidiaries and / or affiliates or apply for employment with any third party or encourage such personnel of the Company to take any action or inaction that may adversely impact the performance by the Company of its obligations under this Letter and / or any other contract or adversely impact the ability of the Company to carry out its normal business activities. You further agree that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those customers of the Company with whom you had any contact, during your employment with the Company and for a period of one year after your employment ceases with the Company.

13. Personal Particulars: You shall be obligated to keep the Company informed of your latest postal address and other contact details at all times and you shall notify the Company in writing in case of change of such address or contact details. Any communication sent to you by the Company on your last known address (per the Company's records) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

14. Training: During the course of your employment with the Company you may be required to undergo specialized training(s) / skill and / or knowledge enhancement / developmental program to enable you to effectively discharge your current or new responsibility assigned to you. In such cases the Company may propose that an agreement, in the form and manner acceptable to the Company be entered into between you and the Company. Such agreement shall primarily intend to offset the expenses incurred by the company towards your specialized training / skill and / or knowledge enhancement subject to the terms and conditions of the aforesaid agreement. In the event that such an agreement is executed between you and the Company.

You shall be governed by the terms and conditions of such agreement as well, which shall be considered as an integral parcel of this Appointment Letter. In the event of any conflict in respect of any provisions between the contents of this Appointment Letter and such agreement, the provisions of such agreement shall take precedence.

15. Jurisdiction: Any dispute of whatsoever nature between you and the Company shall be subject to the exclusive jurisdiction of courts of Gurugram, Haryana only, whether they be civil courts, labour courts, industrial tribunals or any other courts or authority of whatsoever nature.

16. Medical Fitness: Your appointment and its continuation is subject to your being medically fit and the Company reserves its right to ask you to undergo appropriate medical examination, as and when deemed necessary, by a medical professional designated by the Company.

17. Amendment: Any amendment or modification to this Offer of Employment and Appointment Letter shall be made in writing and signed by both parties.

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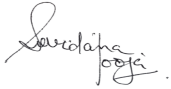
18. Severability: It may be noted that in the event any one or more provisions of this Appointment Letter shall for any reason be held to be invalid, void or unenforceable by any court or governmental agency, the remaining provisions of this Appointment Letter shall remain in full force and effect and the invalid, unenforceable provision shall survive to the extent not so held.

Kindly sign and return a copy of this Appointment Letter to the under-signed as a token of your acceptance of the above terms

Wishing you every success in this assignment!

Yours Sincerely,

For and behalf of,
IGT Solutions Pvt. Ltd.



Pooja Sardana
Vice President – HR

cc: Personal file

Agreed and Accepted

I have carefully reviewed and considered the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove.

Name: Rukaiya Shaikh
Dated:



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Annexure 'A'
(Monthly compensation and other benefits)

Your Annual CTC is Rs. 210,000.00 for which the monthly calculation is given below:

COMPONENT	MONTHLY (IN RS.)	ANNUAL (IN RS.)	REMARKS
PAYROLL			
Basic	8,750.00	105,000.00	
HRA	5,782.00	69,384.00	
Special Allowance	0.00	0.00	
Ex Gratia (Statutory Bonus)	1,400.00	16,800.00	
TOTAL PAYROLL SALARY (A)	15,932.00	191,184.00	
Employee's Contribution			
Provident Fund	1,050.00	12,600.00	
ESIC	119.50	1,434.00	
EDLI	25.00	300.00	
Total Deduction	1,195.00	14,340.00	
Take Home Salary	14,737.00	176,844.00	
Employer's Contribution			
Provident Fund	321.00	3,852.00	
Pension Fund	729.00	8,748.00	
ESIC	517.80	6,213.60	
Mediclaime	0.00	0.00	Self, Spouse & 2 Children
Total (B)	1,568.00	18,816.00	

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Potential Earnings			RETENTION BONUS AND PERFORMANCE INCENTIVE If applicable to your process, will be above your CTC and will be disbursed as per process guidelines.
Retention Bonus	0.00	0.00	
Performance Incentives	0.00	0.00	
Transport Benefit	0.00	0.00	
*TOTAL Potential Earnings+ CTC	17,500.00	210,000.00	



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Annexure 'B'
Proprietary Information and Non-Disclosure Agreement

25/06/2024

To

Rukaiya Shaikh
Candidate ID: 113393

Shirin Apartment synagogue street camp Pune
510/ 5th floor Shirin Apartment near Geeta society synagogue street Camp Pune
Pune, Maharashtra - 411001

E-mail ID: rukaiyahh2002@gmail.com

Dear Rukaiya,

Subject: Confidentiality and Non-Disclosure Agreement

1. We refer to your offer of employment and appointment letter dated **05/07/2024 ("Appointment Letter")**. Please treat the contents of this Agreement as part and parcel of the said Appointment Letter, whereby the contents of this Agreement are incorporated into the Appointment Letter. In the event of any conflict between the contents and effect of this Agreement and the Appointment Letter, the contents of this Agreement shall take precedence.

2. During your employment and association with **IGT Solutions Private Limited**, you may be provided with or come in contact with or create certain Proprietary, Personal Information, Personal Identifiable Information, Sensitive Personal Data (collectively referred to as "Personal Data") and Confidential Information. As used in this Agreement, the term Confidential Information shall mean written, oral, documentary, visual or other information, including but not limited to drawings, formulas, processes, specifications, photographs, documents, breadboards, samples, models, machines, tools, software/hardware, machine-readable media of any kind and other information submitted hereunder, business information, customer lists and details, customer information, business strategy, know-how, trade secrets, business strategy, personal identifiable information, confidential, or the equivalent etc. of Company and/ or any of its holding company(ies), subsidiaries, affiliates, customers, officers, employees, directors, consultants and / or advisors, or which the Company indicates in writing or verbally at the time of transmittal to, or any information that anyone receiving such information including you, may reasonably consider as proprietary, personal identifiable, confidential or the equivalent. For the purpose of this Agreement, Personal Information, Personal Identifiable Information, Sensitive Personal Data shall have the same meaning as in Regulation (EU) 2016/679 - General Data Protection Regulation ('GDPR') and any other applicable laws.

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3. You shall use the Confidential Information and Personal Data received, at any time, solely in respect of your duties as part of your employment and association with Company and in compliance with all applicable laws, including without limitation the GDPR provisions. You shall comply with the Company policies pertaining to the GDPR provisions including without limitation the Binding Corporate Rules published on the Company's intranet. You shall not make any copies, in whole or in part, machine readable or otherwise, of the Confidential Information and Personal Data except for copies that need to be made strictly in respect of your duties as part of your employment and association with Company. You shall, at the request of Company at any time, promptly return to Company, all tangible forms of Confidential Information and Personal Data including any and all copies and partial copies thereof, whether machine readable or otherwise. You shall process Confidential Information and Personal Data only as instructed by the Company.

4. Except as may be expressly provided herein, you shall, at no time, whether during your employment or association with Company or after its termination or expiry, as the case may be, disclose any Confidential Information and Personal Data in whole or in part to any third party.

5. Any and all Confidential Information and Personal Data shall, at all times, remain the property of the Company. Upon termination or expiry of your employment or association with Company, whichever occurs first, you shall promptly destroy or return to Company, all Confidential Information and Personal Data, including any and all copies and partial copies, whether machine readable or otherwise, or at the option of Company, and provide Company with a written certification as to such destruction, in the form and manner acceptable to Company.

6. Nothing contained in this Agreement or the Appointment Letter shall be construed as: (i) requiring the Company to disclose to you any particular information; (ii) granting to you or to any party a license, either express or implied, under any patent, copyright, trade secret or other intellectual property right or any other Confidential Information and Personal Data, now or hereafter owned, obtained or licensed by the Company; (iii) creating warranties of any kind in connection with any particular information; (iv) constituting or implying any representation or commitment as to the development or availability of commercial products, features or services; or (v) soliciting any business or organization changes or incurring any obligations of any kind not specified herein

7. You will not utilize any such Confidential Information and Personal Data to render services, develop products or produce articles for your own or another's use, or to render services, develop products or Produce articles sold or offered for sale or otherwise transferred or offered for transfer to anyone, without the prior written consent or instruction of the Company.

8. This Agreement shall be interpreted and the rights of both you and Company shall be determined in accordance with the laws of India.

9. You acknowledge and agree that damages suffered by Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, shall be difficult to ascertain and inadequate to completely compensate or remedy the damages suffered, in the event of breach of any of the contents of this Agreement or the Appointment Letter by you,

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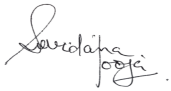
and you agree that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers shall be free to seek any remedy under law including without limitation any temporary or permanent injunction and / or specific performance of this Agreement and/or the Appointment Letter in order to protect its rights hereunder, without limiting any other rights and remedies that Company or any of its holding company(ies), subsidiaries, affiliates and / or customers, may have.

10. The contents of this Agreement supersede any prior oral or written understandings with respect to the subject matter hereof between you and Company and constitutes the entire agreement between you and Company with respect to the subject matter hereof and no modification, amendment or waiver thereof shall be effective unless in writing and signed by both Parties.

Yours Sincerely,

For and on behalf of

IGT Solutions Pvt. Ltd.



Pooja Sardana
Vice President – HR

Agreed and Accepted

I have gone through the aforesaid contents including the terms and conditions contained herein and have fully understood, acknowledge and agree with the same. I hereby accept the terms and conditions stated hereinabove and agree to the same being incorporated as a part of my Appointment Letter.

Name: Rukaiya Shaikh

Date:

