



Date: 07-Jun-23
Ms. Krutika More,
Room.no.2,kavita niwas,
Ganesh nagar,
Tisgaon road,kalyan (east)-421306

Subject: Employment Letter

Dear Krutika,

We are pleased to inform that you have been selected for employment with **State Street Syntel Ser Pvt Ltd** as **Officer KPO (GCM 1)**. Your total emoluments are **Rs. 210000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential, and you shall not disclose the same to any third party.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately. Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 Days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on **09-Jun-2023**, at **10.00 am** at the following address: **2nd Floor, Building No 4, Raheja Mindspace Nr Airoli Railway Station, Airoli, Navi Mumbai 400708, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,

For State Street Syntel Ser Pvt Ltd,

Antony Kumar
Deputy General Manager

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

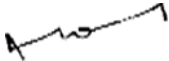
I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on _____ Date & Signature_____.

Annexure A – Remuneration Details**Name: Ms. Krutika More****Designation: Officer KPO****GCM Level: GCM 1**

Compensation Components	Annual (Rs.)
<u>Salary & Allowances</u>	
Basic Salary	150000
Basket of Allowance	7700
Total Salary & Allowances (A)	157700
Company's Contribution to Provident Fund (PF) (B)	21600
Advance Statutory Bonus (C)	30700
Total Cost to Company (CTC) C = (A+B+C)	210000

Note:

1. The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
2. All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
3. As per the Company policy, you will be covered under a company provided Medical Insurance.
4. You can opt for Provident Fund @12% of basic as your contribution and company contribution towards Provident fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.
5. Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion



Antony Kumar
Deputy General Manager

EMPLOYMENT – Terms and Conditions

EMPLOYER

State Street Syntel Ser Pvt Ltd having its Registered Office at 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai – 400708, India. T.: +91226704, a member of Eviden Group of companies.

EMPLOYEE

Ms. Krutika More permanently residing at Kalyan East and presently residing at Kalyan East

1. Date of Joining	:	09-Jun-23
2. Reporting Time on Date of Joining	:	10:00 am
3. Job Title	:	Officer KPO
4. GCM Level	:	GCM 1
5. Location	:	Navi Mumbai, Airoli

You shall be governed by the following Terms and Conditions of Service during the employment with the Company, and these Terms and Conditions will be subject to amendments from time to time. These Terms and conditions of this Employment Contract, any other agreement signed with the Company or with any member of Eviden Group of companies and any other Policies and guidelines that are provided by the Company in the Human Resources (herein referred as "HR") Portal or as a part of the HR Policy, Information Security Policy, Policy on non-compete, confidentiality and data protection, and any other directive whether issued by way of emails or written notifications by the Company shall all be termed as "Terms of Employment" and you shall abide by the same at all times during the term of employment and beyond to the extent such terms survive the employment term.

Terms and Conditions

1. Statement of Fact

1.1 The appointment is being made on basis of the job application form and is on reliance of the contents of resume and other information provided during the course of interview and other mutual discussions. Any misleading, incorrect or fraudulent information, either written or verbal, provided, shall result in termination of employment forthwith at the sole discretion of the Company (Herein Company would be referred to as either "The Company") and the Employee (herein employee would be referred to as either "the Employee") shall be liable to fully indemnify the Company for any losses suffered in this regard which shall be without prejudice and in addition to any other action/legal proceeding that the Company may take against the Employee. Company reserves the right to make suitable formal/informal checks with the educational institutions and previous employers of an Employee/candidate at its own discretion and the Employee/candidate shall be deemed to have consented the Company to do so.

2. Work Related

- 2.1 The Employee shall devote his/her full time to the work of the Company, and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.
- 2.2 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and act in good faith and in the best interests of the Company.
- 2.3 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

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- 2.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered, the Employee shall report the same immediately to the Company.
- 2.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by the Company.
- 2.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company and the same shall be binding on the Employee.

3. Location

- 3.1 The Company is fully entitled to place the employee at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. The Employee shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by the Employee shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give the Employee reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

For Company Initiated Relocation Request

- In the event that you are required by Company to relocate, Company may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses"). The relocation reimbursement is subject to recovery as below
- Relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation

Recovery of Joining Bonus (if applicable)

On completion of 30 (thirty) days from your date of joining the Company, you shall be eligible for a joining bonus as stated in your offer letter provided you join the Company on or before the date mentioned in your offer letter. Such Joining Bonus shall be paid to you on the subsequent salary/pay cycle following completion of aforesaid 30 (thirty) days.

- a) Joining Bonus will be fully recovered in case of Voluntary separations within 12 months of joining.
- b) Joining Bonus will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of joining.

4. Entitlement to Work

5. Procurement and timely renewal of relevant work permit in India shall solely be Your responsibility and the Company shall render reasonable assistance and support on documents that You may require for this purpose. Your employment is subject to and conditional on You being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability arising thereof.

6. Hours of Work

- 5.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

7. Probation Clause

7.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining

8. Remuneration

8.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value.

Your remuneration package has been shared with you as part of the offer letter issued to you.

9. Deduction from Remuneration

9.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

10. Period of Notice

10.1 You or the Company may terminate your employment by giving the other party written notice as follows

- a. Notice period shall be 45 days
- b. If you have signed any other agreement with the Company or any member of Eviden Group of companies that provides for a larger notice period, then that larger notice period shall apply. (The above is collectively referred to as "Notice Period"). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.
- c. The Company reserves the right to make a payment of Basic + Basket of Allowance (BOA) pay in lieu of such Notice Period.
- d. The Company may terminate Your employment summarily with immediate notice in the event of gross misconduct or a serious breach of Your employment obligations.
- e. We may, at any time during Your Notice Period (whether notice is given by You or by the Company), and in Our absolute discretion alter Your duties.

Note - Gratuity - You shall be eligible for Gratuity on termination of the employment as per "The Payment of Gratuity Act, 1972".

11. Retirement

10.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

12. Medclaim, Personal Accident Insurance

12.1 You will be covered by the Company's Medclaim and Personal Accident Insurance Policy as per its rules/ regulations.

13. Annual Leave and Public Holiday

13.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.

13.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.

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- 13.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.
- 13.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

14.Receipt of Payments and Benefits from Third Parties

- 14.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

15.Integrity and Professionalism

- 15.1 The Company shall conduct reference checks, background checks and/or drug test before the Employee's date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by the Employee to the Company. This offer is subject to the Employee's satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask the Employee to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of the Employee's employment history and qualifications. The Company reserves the right to make suitable formal/informal checks with the educational institutions and the Employee's former employers at its own discretion and the Employee shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate the Employee's employment if the result of any background screening check (which may be conducted at any time prior to or during the Employee's employment) or any act on the Employee's part which demonstrates (at the discretion of the Company) that the Employee will not be able to carry out the inherent requirements of the Employee's employment to the Company's standards of integrity and professionalism. The Employee's retention in Company's employment will be subject to the Employee's continued medical fitness. Company reserves the right to ask the Employee to undergo background verification/ medical examination if and when considered necessary.

16.Former Employer

- 16.1 In the event of the Employee becoming party to any proceeding/(s) brought by any former employer at any time during or after the Employee's employment with the Company, the Employee recognizes and agrees that the Employee shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in the Employee's response to such action or proceeding whether at the Employee's own costs or otherwise. The Employee agrees that the Employee is not expected, at any time, to disclose, to the Company and/or any member of Eviden group of companies or its directors, officers or agents, the trade secrets or any other confidential information of the Employee's former employer or any other entity.
- 16.2 The Employee represents to the Company that he/she is not subject to party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would limit or restrict the Employee's scope and ability to work in any way for the Company or any member of the Company's group of Companies.
- 16.3 The Employee represents that he/she is not bound by any previous agreement in any way whatsoever from the Employee's previous employment that would limit or restrict the Employee's scope of ability to work in any way for the Company or Company's group of Companies. In the event of the Employee having any obligation binding from the Employee's previous employer, the Employee undertakes to declare and hold the Company harmless and not responsible thereby releasing the Company from any such dispute related to the Employee's previous employment.

- 16.4 In case of any breach or misrepresentation on the Employee's part in the above, the Company reserves its right to terminate the Employee's services forthwith which will be without prejudice to the right of the Company to be indemnified by the Employee in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of the Employee's breach or misrepresentation as above.

17.Data Protection

- 17.1 The Company may be required to process, transfer and store the Employee's personal and sensitive data in any of the other locations of the Company or any member of Eviden group of companies that may not be the Employee's home location (including amongst others, transfers of the Employee's health information to another office of the Company) for inclusion in our central HR system.
- 17.2 By signing this employment contract, the Employee acknowledges and agrees that the Company is permitted to collect and hold personal data about the Employee as part of personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering the Employee's employment and other purposes directly related to the Employee's employment.
- 17.3 The Employee agrees that the Company may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of the Employee's employment and other matters directly related to the Employee's employment. This clause applies to information held, used or disclosed in any medium. For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

18.Return of Property

- 18.1 When the Employee's employment ends (or earlier on demand by the Company), the Employee is required to return all Confidential Information and all the Company property and equipment in an acceptable condition.
- 18.2 Subject to any written regulations issued by the Company which may be applicable, neither the Employee nor any member of the Employee's family, nor any company or business entity in which the Employee or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by the Employee on behalf of the Company and/or any member of Company's group of companies and if the Employee, any member of the Employee's family or any company or business entity in which the Employee or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit, the Employee will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained.

19.Conflict of Interest

- 19.1 The Employee undertakes and agrees to mention that he/she would conduct themselves with the highest standards of integrity, honesty and fairness to avoid any conflict between the Employee's personal interests and the interests of the Company. The Employee further states that the Employee does and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, the Employee's responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. The Employee shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

20.Policies and Procedures

- 20.1 The Company has adopted a number of employment and business policies and procedures. The Employee must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and/or the employee handbook. The Employee will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. The Employee must familiarize himself with them and the Employee agrees to be bound by them as applicable from time to time. No separate agreement is required for the Employee to be bound by such policies and procedures from time to time.

- 20.2 The Company reserves the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.
- 20.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.
- 20.4 The Employee also declares that the Employee has not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.
- 20.5 The Employee understands and agrees that the Employee will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to the Employee. The Employee also agrees and undertakes to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.
- 20.6 Should the Employee be alleged/convicted in any crime or offence in any country of whatsoever nature, the Employee will immediately inform our HR and adhere to all the disciplinary procedures as the circumstances may demand.
- 20.7 You are required to declare at the time of joining and/ or during your employment with the Company, your association with/ of
- person or persons holding senior position in the Company, or
 - political Candidate and/ or any political affiliated personnel/ entity or
 - any member of your family connected to any political affiliated personnel/ entity.

You are required to disclose such association to the HR Department

21. Information, Assets and Systems

- 21.1 When the Employee joins the Company, the Employee may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of the Company's IT and communication systems and the Employee will be required to use them in accordance with the policies relating to them. The Company may implement disciplinary procedure if the Employee fails to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. The Employee should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

22. Discipline

- 22.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of the Employee's Employment Agreement.
- 22.2 The Company reserves the right to place the Employee on leave of absence ("Suspension") at any time during the Employee's employment, on terms and for periods as the Company determines appropriate pursuant to applicable laws. This includes (but is not limited to) where the Company is carrying out investigation and/or disciplinary procedures against the Employee for breach of Terms of Employment or other allied matters.

23. Taxes

- 23.1 The Employee shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to the Employee by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to the Employee, as per applicable laws.

24. Changes to the employee's Terms of Employment

- 24.1 On matters not specifically covered in the Terms of Employment, the Employee shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on the Employee.
- 24.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, the Company reserves the right to withdraw and/ or alter their terms without notice at any time. The Company will exercise reasonable discretion if it changes the benefits or exclude the Employee from them.

25. Warranty

- 25.1 The Employee represents and warrants that the Employee is not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits the Employee from fully performing the duties of the Employee's employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

26. Entire Agreement

- 26.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between the Employee and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between the Employee and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.

- 26.2 You or the Company may terminate Your employment by giving the other party written notice as follows: -

27. Waiver

- 27.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time, the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

28. Software Related

- 28.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term is deemed to include the Company and all its affiliated group companies.

29. Intellectual Property Rights

- 29.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company; or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which results from or are suggested by any work, which the Employee does or may do for the Company.
- 29.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies' nominee, Employee's entire right, title and interest in –
- All Developments
 - All trademarks, copyrights and mask work rights in the developments; and
 - All patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).

- 29.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.
- 29.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any act and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

30. Non-Solicitation / Non-Compete

- 30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.
- 30.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

31. Non-Diversion of Employees

- 31.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

32. Specialized Training & Knowledge

- 32.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.
- 32.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

33. Confidentiality

- 33.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company and its clients, (including customer data, Company Prospective Clients, Employees and Agents) that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement

- and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.
- 33.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.
- 33.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.
- 33.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

34. Remedies

- 34.1 The Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.
- 34.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

35. Governing Law

- 35.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Pune.

36. Severability

- 36.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

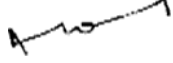
37. Clarifications

- 37.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

38.Notices

38.1 All notices under this Employment Agreement shall be sent by post and/or email at the following
Addresses 4th and 5th Floor, Building # 4, Mindspace-Airoli(SEZ), Thane Belapur Road,, Navi Mumbai-400708,India,Tel: +912241137503,
CIN No:U72200MH2004PTC144362

For State Street Syntel Ser Pvt Ltd



Antony Kumar
Deputy General Manager

Each party shall notify the other about any change in address at least 15 days prior to the change happening. Notice sent to you at the above address or the current communication address as per company records shall be deemed as sufficient service during and after the term of this Employment Contract.

Please indicate your acceptance of these terms and conditions by signing the duplicate copy of this Employment Agreement and returning it to the Company.

I, the undersigned, have read and agree to be bound by the terms and conditions of employment as stated in this Employment Agreement. I understand that the Company may vary the terms and conditions of employment from time to time and I agree to be bound by the same

Employee Name: **Ms. Krutika More**

Employee Signature:

Joining Date:

State Street Syntel Services

A State Street and Syntel Company

Date: 05-Jul-23

**Ms. Pratiksha Kshirsagar,
Sai Aashirwad Chawl,
Chawl no 1, Room no 2,
Near Balaraje Bunglow,
Katemanivali,Kalyan East-421306**

Subject: Employment Letter

Dear Pratiksha,

We are pleased to inform that you have been selected for employment with **State Street Syntel Ser Pvt Ltd** as **Officer KPO (GCM 1)**. Your total emoluments are **Rs. 210000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential, and you shall not disclose the same to any third party.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately. Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 Days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

The terms and conditions of the employment are listed in "Annexure B".

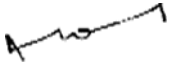
You are requested to report to duty in our office on **14-Jul-2023**, at **10.00 am** at the following address: **2nd Floor, Building No 4, Raheja Mindspace Nr Airoli Railway Station, Airoli, Navi Mumbai 400708, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,

For State Street Syntel Ser Pvt Ltd,



**Antony Kumar
Deputy General Manager**

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

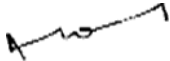
I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on _____ Date & Signature _____.

Annexure A – Remuneration Details**Name: Ms. Pratiksha Kshirsagar****Designation: Officer KPO****GCM Level: GCM 1**

Compensation Components	Annual (Rs.)
<u>Salary & Allowances</u>	
Basic Salary	150000
Basket of Allowance	7700
Total Salary & Allowances (A)	157700
Company's Contribution to Provident Fund (PF) (B)	21600
Advance Statutory Bonus (C)	30700
Total Cost to Company (CTC) C = (A+B+C)	210000

Note:

1. The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
2. All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
3. As per the Company policy, you will be covered under a company provided Medical Insurance.
4. You can opt for Provident Fund @12% of basic as your contribution and company contribution towards Provident fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.
5. Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion



Antony Kumar
Deputy General Manager

EMPLOYMENT – Terms and Conditions

EMPLOYER

State Street Syntel Ser Pvt Ltd having its Registered Office at 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai – 400708, India. T.: +91226704, a member of Eviden Group of companies.

EMPLOYEE

Ms. Pratiksha Kshirsagar permanently residing at Kalyan East and presently residing at Kalyan East

1. Date of Joining	:	14-Jul-23
2. Reporting Time on Date of Joining	:	10:00 am
3. Job Title	:	Officer KPO
4. GCM Level	:	GCM 1
5. Location	:	Navi Mumbai, Airoli

You shall be governed by the following Terms and Conditions of Service during the employment with the Company, and these Terms and Conditions will be subject to amendments from time to time. These Terms and conditions of this Employment Contract, any other agreement signed with the Company or with any member of Eviden Group of companies and any other Policies and guidelines that are provided by the Company in the Human Resources (herein referred as "HR") Portal or as a part of the HR Policy, Information Security Policy, Policy on non-compete, confidentiality and data protection, and any other directive whether issued by way of emails or written notifications by the Company shall all be termed as "Terms of Employment" and you shall abide by the same at all times during the term of employment and beyond to the extent such terms survive the employment term.

Terms and Conditions

1. Statement of Fact

1.1 The appointment is being made on basis of the job application form and is on reliance of the contents of resume and other information provided during the course of interview and other mutual discussions. Any misleading, incorrect or fraudulent information, either written or verbal, provided, shall result in termination of employment forthwith at the sole discretion of the Company (Herein Company would be referred to as either "The Company") and the Employee (herein employee would be referred to as either "the Employee") shall be liable to fully indemnify the Company for any losses suffered in this regard which shall be without prejudice and in addition to any other action/legal proceeding that the Company may take against the Employee. Company reserves the right to make suitable formal/informal checks with the educational institutions and previous employers of an Employee/candidate at its own discretion and the Employee/candidate shall be deemed to have consented the Company to do so.

2. Work Related

- 2.1 The Employee shall devote his/her full time to the work of the Company, and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.
- 2.2 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and act in good faith and in the best interests of the Company.
- 2.3 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

State Street Syntel Services

A State Street and Syntel Company

- 2.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered, the Employee shall report the same immediately to the Company.
- 2.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by the Company.
- 2.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company and the same shall be binding on the Employee.

3. Location

- 3.1 The Company is fully entitled to place the employee at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. The Employee shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by the Employee shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give the Employee reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

For Company Initiated Relocation Request

- In the event that you are required by Company to relocate, Company may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses"). The relocation reimbursement is subject to recovery as below
- Relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation

Recovery of Joining Bonus (if applicable)

On completion of 30 (thirty) days from your date of joining the Company, you shall be eligible for a joining bonus as stated in your offer letter provided you join the Company on or before the date mentioned in your offer letter. Such Joining Bonus shall be paid to you on the subsequent salary/pay cycle following completion of aforesaid 30 (thirty) days.

- a) Joining Bonus will be fully recovered in case of Voluntary separations within 12 months of joining.
- b) Joining Bonus will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of joining.

4. Entitlement to Work

5. Procurement and timely renewal of relevant work permit in India shall solely be Your responsibility and the Company shall render reasonable assistance and support on documents that You may require for this purpose. Your employment is subject to and conditional on You being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability arising thereof.

6. Hours of Work

- 5.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

7. Probation Clause

7.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining

8. Remuneration

8.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value.

Your remuneration package has been shared with you as part of the offer letter issued to you.

9. Deduction from Remuneration

9.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

10. Period of Notice

10.1 You or the Company may terminate your employment by giving the other party written notice as follows

- a. Notice period shall be 45 days
- b. If you have signed any other agreement with the Company or any member of Eviden Group of companies that provides for a larger notice period, then that larger notice period shall apply. (The above is collectively referred to as "Notice Period"). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.
- c. The Company reserves the right to make a payment of Basic + Basket of Allowance (BOA) pay in lieu of such Notice Period.
- d. The Company may terminate Your employment summarily with immediate notice in the event of gross misconduct or a serious breach of Your employment obligations.
- e. We may, at any time during Your Notice Period (whether notice is given by You or by the Company), and in Our absolute discretion alter Your duties.

Note - Gratuity - You shall be eligible for Gratuity on termination of the employment as per "The Payment of Gratuity Act, 1972".

11. Retirement

10.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

12. Medclaim, Personal Accident Insurance

12.1 You will be covered by the Company's Medclaim and Personal Accident Insurance Policy as per its rules/ regulations.

13. Annual Leave and Public Holiday

13.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.

13.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.

State Street Syntel Services

A State Street and Syntel Company

- 13.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.
- 13.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

14.Receipt of Payments and Benefits from Third Parties

- 14.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

15.Integrity and Professionalism

- 15.1 The Company shall conduct reference checks, background checks and/or drug test before the Employee's date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by the Employee to the Company. This offer is subject to the Employee's satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask the Employee to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of the Employee's employment history and qualifications. The Company reserves the right to make suitable formal/informal checks with the educational institutions and the Employee's former employers at its own discretion and the Employee shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate the Employee's employment if the result of any background screening check (which may be conducted at any time prior to or during the Employee's employment) or any act on the Employee's part which demonstrates (at the discretion of the Company) that the Employee will not be able to carry out the inherent requirements of the Employee's employment to the Company's standards of integrity and professionalism. The Employee's retention in Company's employment will be subject to the Employee's continued medical fitness. Company reserves the right to ask the Employee to undergo background verification/ medical examination if and when considered necessary.

16.Former Employer

- 16.1 In the event of the Employee becoming party to any proceeding/(s) brought by any former employer at any time during or after the Employee's employment with the Company, the Employee recognizes and agrees that the Employee shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in the Employee's response to such action or proceeding whether at the Employee's own costs or otherwise. The Employee agrees that the Employee is not expected, at any time, to disclose, to the Company and/or any member of Eviden group of companies or its directors, officers or agents, the trade secrets or any other confidential information of the Employee's former employer or any other entity.
- 16.2 The Employee represents to the Company that he/she is not subject to party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would limit or restrict the Employee's scope and ability to work in any way for the Company or any member of the Company's group of Companies.
- 16.3 The Employee represents that he/she is not bound by any previous agreement in any way whatsoever from the Employee's previous employment that would limit or restrict the Employee's scope of ability to work in any way for the Company or Company's group of Companies. In the event of the Employee having any obligation binding from the Employee's previous employer, the Employee undertakes to declare and hold the Company harmless and not responsible thereby releasing the Company from any such dispute related to the Employee's previous employment.

- 16.4 In case of any breach or misrepresentation on the Employee's part in the above, the Company reserves its right to terminate the Employee's services forthwith which will be without prejudice to the right of the Company to be indemnified by the Employee in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of the Employee's breach or misrepresentation as above.

17.Data Protection

- 17.1 The Company may be required to process, transfer and store the Employee's personal and sensitive data in any of the other locations of the Company or any member of Eviden group of companies that may not be the Employee's home location (including amongst others, transfers of the Employee's health information to another office of the Company) for inclusion in our central HR system.
- 17.2 By signing this employment contract, the Employee acknowledges and agrees that the Company is permitted to collect and hold personal data about the Employee as part of personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering the Employee's employment and other purposes directly related to the Employee's employment.
- 17.3 The Employee agrees that the Company may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of the Employee's employment and other matters directly related to the Employee's employment. This clause applies to information held, used or disclosed in any medium. For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

18.Return of Property

- 18.1 When the Employee's employment ends (or earlier on demand by the Company), the Employee is required to return all Confidential Information and all the Company property and equipment in an acceptable condition.
- 18.2 Subject to any written regulations issued by the Company which may be applicable, neither the Employee nor any member of the Employee's family, nor any company or business entity in which the Employee or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by the Employee on behalf of the Company and/or any member of Company's group of companies and if the Employee, any member of the Employee's family or any company or business entity in which the Employee or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit, the Employee will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained.

19.Conflict of Interest

- 19.1 The Employee undertakes and agrees to mention that he/she would conduct themselves with the highest standards of integrity, honesty and fairness to avoid any conflict between the Employee's personal interests and the interests of the Company. The Employee further states that the Employee does and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, the Employee's responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. The Employee shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

20.Policies and Procedures

- 20.1 The Company has adopted a number of employment and business policies and procedures. The Employee must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and/or the employee handbook. The Employee will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. The Employee must familiarize himself with them and the Employee agrees to be bound by them as applicable from time to time. No separate agreement is required for the Employee to be bound by such policies and procedures from time to time.

State Street Syntel Services

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- 20.2 The Company reserves the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.
- 20.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.
- 20.4 The Employee also declares that the Employee has not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.
- 20.5 The Employee understands and agrees that the Employee will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to the Employee. The Employee also agrees and undertakes to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.
- 20.6 Should the Employee be alleged/convicted in any crime or offence in any country of whatsoever nature, the Employee will immediately inform our HR and adhere to all the disciplinary procedures as the circumstances may demand.
- 20.7 You are required to declare at the time of joining and/ or during your employment with the Company, your association with/ of
- person or persons holding senior position in the Company, or
 - political Candidate and/ or any political affiliated personnel/ entity or
 - any member of your family connected to any political affiliated personnel/ entity.

You are required to disclose such association to the HR Department

21. Information, Assets and Systems

- 21.1 When the Employee joins the Company, the Employee may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of the Company's IT and communication systems and the Employee will be required to use them in accordance with the policies relating to them. The Company may implement disciplinary procedure if the Employee fails to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. The Employee should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

22. Discipline

- 22.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of the Employee's Employment Agreement.
- 22.2 The Company reserves the right to place the Employee on leave of absence ("Suspension") at any time during the Employee's employment, on terms and for periods as the Company determines appropriate pursuant to applicable laws. This includes (but is not limited to) where the Company is carrying out investigation and/or disciplinary procedures against the Employee for breach of Terms of Employment or other allied matters.

23. Taxes

- 23.1 The Employee shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to the Employee by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to the Employee, as per applicable laws.

24. Changes to the employee's Terms of Employment

- 24.1 On matters not specifically covered in the Terms of Employment, the Employee shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on the Employee.
- 24.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, the Company reserves the right to withdraw and/ or alter their terms without notice at any time. The Company will exercise reasonable discretion if it changes the benefits or exclude the Employee from them.

25. Warranty

- 25.1 The Employee represents and warrants that the Employee is not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits the Employee from fully performing the duties of the Employee's employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

26. Entire Agreement

- 26.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between the Employee and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between the Employee and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.
- 26.2 You or the Company may terminate Your employment by giving the other party written notice as follows: -

27. Waiver

- 27.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time, the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

28. Software Related

- 28.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term is deemed to include the Company and all its affiliated group companies.

29. Intellectual Property Rights

- 29.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company; or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which results from or are suggested by any work, which the Employee does or may do for the Company.
- 29.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies' nominee, Employee's entire right, title and interest in –
- All Developments
 - All trademarks, copyrights and mask work rights in the developments; and
 - All patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).

- 29.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.
- 29.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any act and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

30. Non-Solicitation / Non-Compete

- 30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.
- 30.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

31. Non-Diversion of Employees

- 31.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

32. Specialized Training & Knowledge

- 32.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.
- 32.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

33. Confidentiality

- 33.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company and its clients. (Milestone Customer Security Prospective Clients Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement

- and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.
- 33.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.
- 33.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.
- 33.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

34. Remedies

- 34.1 The Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.
- 34.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

35. Governing Law

- 35.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Pune.

36. Severability

- 36.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

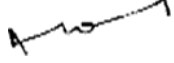
37. Clarifications

- 37.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

38.Notices

38.1 All notices under this Employment Agreement shall be sent by post and/or email at the following
Addresses 4th and 5th Floor, Building # 4, Mindspace-Airoli(SEZ), Thane Belapur Road,, Navi Mumbai-400708,India,Tel: +912241137503,
CIN No:U72200MH2004PTC144362

For State Street Syntel Ser Pvt Ltd



Antony Kumar
Deputy General Manager

Each party shall notify the other about any change in address at least 15 days prior to the change happening. Notice sent to you at the above address or the current communication address as per company records shall be deemed as sufficient service during and after the term of this Employment Contract.

Please indicate your acceptance of these terms and conditions by signing the duplicate copy of this Employment Agreement and returning it to the Company.

I, the undersigned, have read and agree to be bound by the terms and conditions of employment as stated in this Employment Agreement. I understand that the Company may vary the terms and conditions of employment from time to time and I agree to be bound by the same

Employee Name: **Ms. Pratiksha Kshirsagar**

Employee Signature:

Joining Date:

EMPLOYMENT OFFER LETTER


Date : 20th Jul 2023

Mr : Pritam Bhagwan Kavitkar

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

	Interview ID	INT072023428450
	Candidate Name	Pritam Bhagwan Kavitkar
	Date of Interview	2023-07-20 10:28:08
	Interviewed By	Abhishek Auti
	Offered Salary (Monthly)	16000
	Date of Joining	21 st Jul 2023
	Stipend	INR 3000 For 30 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 192,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 21st Jul 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9540600417 if anyone asks for favor against the job placement.



As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 21st Jul 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

A handwritten signature in blue ink that reads "Lee Gang".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com

State Street Syntel Services

A State Street and Syntel Company

Date: 24-May-23

Ms. Sakshi Shukla,
7/2, Kailash Colony, Kailash
Nagar, S.B Nagar,
Katemanivali, Kalyan East-421306

StateStreet Syntel Ser Pvt Ltd
4th and 5th Floor, Building #
4 Mindspace-Airoli(SEZ) Thane
Belapur Road, Navi Mumbai-
400708, India
Tel: +912241137503

Subject: Employment Letter

Dear Sakshi,

We are pleased to inform that you have been selected for employment with **State Street Syntel Ser Pvt Ltd** as **Officer KPO (GCM 1)**. Your total emoluments are **Rs. 210000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential, and you shall not disclose the same to any third party.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately. Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 Days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

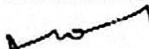
The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on **26-May-2023**, at **9.30 am** at the following address: **2nd Floor, Building No 4, Raheja Mindspace Nr Airoli Railway Station, Airoli, Navi Mumbai 400708**, failing which this employment offer shall be considered null and void.

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,
For State Street Syntel Ser Pvt Ltd,


Antony Kumar
Deputy General Manager

Encl: Annexure A - Remuneration Details; Annexure B - Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on 26/05/23 Date & Signature Sakshi Shukla

Sakshi Sanjay Shukla

**State Street
Syntel Services**
A State Street and Syntel Company

Annexure A - Remuneration Details

Name: Ms. Sakshi Shukla

Designation: Officer KPO

GCM Level: GCM 1

Compensation Components	Annual (Rs.)
Salary & Allowances	
Basic Salary	150000
Basket of Allowance	7700
Total Salary & Allowances (A)	157700
Company's Contribution to Provident Fund (PF) (B)	21600
Advance Statutory Bonus (C)	30700
Total Cost to Company (CTC) C = (A+B+C)	210000

Note:

1. The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
2. All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
3. As per the Company policy, you will be covered under a company provided Medical Insurance.
4. You can opt for Provident Fund @12% of basic as your contribution and company contribution towards Provident fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.
5. Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion


Antony Kumar
Deputy General Manager

Sakshi Sanjay Shukla

26 - May - 23

Sakshi Shukla

**State Street
Syntel Services**
A State Street and Syntel Company

EMPLOYMENT – Terms and Conditions

EMPLOYER

State Street Syntel Ser Pvt Ltd having its Registered Office at 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai – 400708, India. T.: +91226704, a member of Eviden Group of companies.

EMPLOYEE

Ms. Sakshi Shukla permanently residing at Kalyan East and presently residing at Kalyan East

1. Date of Joining	:	26-May-23
2. Reporting Time on Date of Joining	:	10:00 am
3. Job Title	:	Officer KPO
4. GCM Level	:	GCM 1
5. Location	:	Navi Mumbai, Airoli

You shall be governed by the following Terms and Conditions of Service during the employment with the Company, and these Terms and Conditions will be subject to amendments from time to time. These Terms and conditions of this Employment Contract, any other agreement signed with the Company or with any member of Eviden Group of companies and any other Policies and guidelines that are provided by the Company in the Human Resources (herein referred as "HR") Portal or as a part of the HR Policy, Information Security Policy, Policy on non-compete, confidentiality and data protection, and any other directive whether issued by way of emails or written notifications by the Company shall all be termed as "Terms of Employment" and you shall abide by the same at all times during the term of employment and beyond to the extent such terms survive the employment term.

Terms and Conditions

1. Statement of Fact

1.1 The appointment is being made on basis of the job application form and is on reliance of the contents of resume and other information provided during the course of interview and other mutual discussions. Any misleading, incorrect or fraudulent information, either written or verbal, provided, shall result in termination of employment forthwith at the sole discretion of the Company (Herein Company would be referred to as either "The Company") and the Employee (herein employee would be referred to as either "the Employee") shall be liable to fully indemnify the Company for any losses suffered in this regard which shall be without prejudice and in addition to any other action/legal proceeding that the Company may take against the Employee. Company reserves the right to make suitable formal/informal checks with the educational institutions and previous employers of an Employee/candidate at its own discretion and the Employee/candidate shall be deemed to have consented the Company to do so.

2. Work Related

- 2.1 The Employee shall devote his/her full time to the work of the Company, and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.
- 2.2 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and act in good faith and in the best interests of the Company.
- 2.3 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

Registered Office: 4th / 5th Floor, Building # 4, Mindspace, Thane Belapur Road, Navi Mumbai – 400 708, India
T.: +91 22 4113 7503

Sakshi Sanjay Shukla 26-May-23 Sakshi Shukla

State Street Syntel Services

A State Street and Syntel Company

- 2.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered, the Employee shall report the same immediately to the Company.
- 2.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by the Company.
- 2.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company and the same shall be binding on the Employee.

3. Location

- 3.1 The Company is fully entitled to place the employee at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. The Employee shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by the Employee shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give the Employee reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

For Company Initiated Relocation Request

- In the event that you are required by Company to relocate, Company may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses"). The relocation reimbursement is subject to recovery as below
- Relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation

Recovery of Joining Bonus (if applicable)

On completion of 30 (thirty) days from your date of joining the Company, you shall be eligible for a joining bonus as stated in your offer letter provided you join the Company on or before the date mentioned in your offer letter. Such Joining Bonus shall be paid to you on the subsequent salary/pay cycle following completion of aforesaid 30 (thirty) days.

- a) Joining Bonus will be fully recovered in case of Voluntary separations within 12 months of joining.
- b) Joining Bonus will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of joining.

4. Entitlement to Work

5. Procurement and timely renewal of relevant work permit in India shall solely be Your responsibility and the Company shall render reasonable assistance and support on documents that You may require for this purpose. Your employment is subject to and conditional on You being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability arising thereof.

6. Hours of Work

- 5.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

State Street Syntel Services

A State Street and Syntel Company

7. Probation Clause

7.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining

8. Remuneration

8.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value.

Your remuneration package has been shared with you as part of the offer letter issued to you.

9. Deduction from Remuneration

9.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

10. Period of Notice

10.1 You or the Company may terminate your employment by giving the other party written notice as follows

- a. Notice period shall be 45 days
- b. If you have signed any other agreement with the Company or any member of Eviden Group of companies that provides for a larger notice period, then that larger notice period shall apply. (The above is collectively referred to as "Notice Period"). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.
- c. The Company reserves the right to make a payment of Basic + Basket of Allowance (BOA) pay in lieu of such Notice Period.
- d. The Company may terminate Your employment summarily with immediate notice in the event of gross misconduct or a serious breach of Your employment obligations.
- e. We may, at any time during Your Notice Period (whether notice is given by You or by the Company), and in Our absolute discretion alter Your duties.

Note - Gratuity - You shall be eligible for Gratuity on termination of the employment as per "The Payment of Gratuity Act, 1972".

11. Retirement

10.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

12. Medclaim, Personal Accident Insurance

12.1 You will be covered by the Company's Medclaim and Personal Accident Insurance Policy as per its rules/ regulations.

13. Annual Leave and Public Holiday

- 13.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.
- 13.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.

Sakshi Sanjay Shukla 26-May-23 Sakshi Shukla

State Street Syntel Services

A State Street and Syntel Company

- 13.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.
- 13.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

14. Receipt of Payments and Benefits from Third Parties

- 14.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

15. Integrity and Professionalism

- 15.1 The Company shall conduct reference checks, background checks and/or drug test before the Employee's date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by the Employee to the Company. This offer is subject to the Employee's satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask the Employee to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of the Employee's employment history and qualifications. The Company reserves the right to make suitable formal/informal checks with the educational institutions and the Employee's former employers at its own discretion and the Employee shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate the Employee's employment if the result of any background screening check (which may be conducted at any time prior to or during the Employee's employment) or any act on the Employee's part which demonstrates (at the discretion of the Company) that the Employee will not be able to carry out the inherent requirements of the Employee's employment to the Company's standards of integrity and professionalism. The Employee's retention in Company's employment will be subject to the Employee's continued medical fitness. Company reserves the right to ask the Employee to undergo background verification/ medical examination if and when considered necessary.

16. Former Employer

- 16.1 In the event of the Employee becoming party to any proceeding/(s) brought by any former employer at any time during or after the Employee's employment with the Company, the Employee recognizes and agrees that the Employee shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in the Employee's response to such action or proceeding whether at the Employee's own costs or otherwise. The Employee agrees that the Employee is not expected, at any time, to disclose, to the Company and/or any member of Eviden group of companies or its directors, officers or agents, the trade secrets or any other confidential information of the Employee's former employer or any other entity.
- 16.2 The Employee represents to the Company that he/she is not subject party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would limit or restrict the Employee's scope and ability to work in any way for the Company or any member of the Company's group of Companies.
- 16.3 The Employee represents that he/she is not bound by any previous agreement in any way whatsoever from the Employee's previous employment that would limit or restrict the Employee's scope of ability to work in any way for the Company or Company's group of Companies. In the event of the Employee having any obligation binding from the Employee's previous employer, the Employee undertakes to declare and hold the Company harmless and not responsible thereby releasing the Company from any such dispute related to the Employee's previous employment.

State Street Syntel Services

A State Street and Syntel Company

- 16.4 In case of any breach or misrepresentation on the Employee's part in the above, the Company reserves its right to terminate the Employee's services forthwith which will be without prejudice to the right of the Company to be indemnified by the Employee in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of the Employee's breach or misrepresentation as above.

17. Data Protection

- 17.1 The Company may be required to process, transfer and store the Employee's personal and sensitive data in any of the other locations of the Company or any member of Eviden group of companies that may not be the Employee's home location (including amongst others, transfers of the Employee's health information to another office of the Company) for inclusion in our central HR system.
- 17.2 By signing this employment contract, the Employee acknowledges and agrees that the Company is permitted to collect and hold personal data about the Employee as part of personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering the Employee's employment and other purposes directly related to the Employee's employment.
- 17.3 The Employee agrees that the Company may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of the Employee's employment and other matters directly related to the Employee's employment. This clause applies to information held, used or disclosed in any medium. For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

18. Return of Property

- 18.1 When the Employee's employment ends (or earlier on demand by the Company), the Employee is required to return all Confidential Information and all the Company property and equipment in an acceptable condition.
- 18.2 Subject to any written regulations issued by the Company which may be applicable, neither the Employee nor any member of the Employee's family, nor any company or business entity in which the Employee or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by the Employee on behalf of the Company and/or any member of Company's group of companies and if the Employee, any member of the Employee's family or any company or business entity in which the Employee or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit, the Employee will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained.

19. Conflict of Interest

- 19.1 The Employee undertakes and agrees to mention that he/she would conduct themselves with the highest standards of integrity, honesty and fairness to avoid any conflict between the Employee's personal interests and the interests of the Company. The Employee further states that the Employee does and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, the Employee's responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. The Employee shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

20. Policies and Procedures

- 20.1 The Company has adopted a number of employment and business policies and procedures. The Employee must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and the employee handbook. The Employee will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. The Employee must familiarize himself with them and the Employee agrees to be bound by them as applicable from time to time. No separate agreement is required for the Employee to be bound by such policies and procedures from time to time.

Registered Office: 4th / 5th Floor, Building # 4, Mindspace, Thane Belapur Road, Navi Mumbai - 400 708, India
T.: +91 22 4113 7503

Sakshi Sanjay Shukla 26-May-23 Sakshi Shukla

State Street Syntel Services

A State Street and Syntel Company

- 20.2 The Company reserves the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.
- 20.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.
- 20.4 The Employee also declares that the Employee has not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.
- 20.5 The Employee understands and agrees that the Employee will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to the Employee. The Employee also agrees and undertakes to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.
- 20.6 Should the Employee be alleged/convicted in any crime or offence in any country of whatsoever nature, the Employee will immediately inform our HR and adhere to all the disciplinary procedures as the circumstances may demand.
- 20.7 You are required to declare at the time of joining and/ or during your employment with the Company, your association with/ of
- person or persons holding senior position in the Company, or
 - political Candidate and/ or any political affiliated personnel/ entity or
 - any member of your family connected to any political affiliated personnel/ entity.

You are required to disclose such association to the HR Department

21. Information, Assets and Systems

- 21.1 When the Employee joins the Company, the Employee may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of the Company's IT and communication systems and the Employee will be required to use them in accordance with the policies relating to them. The Company may implement disciplinary procedure if the Employee fails to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. The Employee should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

22. Discipline

- 22.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of the Employee's Employment Agreement.
- 22.2 The Company reserves the right to place the Employee on leave of absence ("Suspension") at any time during the Employee's employment, on terms and for periods as the Company determines appropriate pursuant to applicable laws. This includes (but is not limited to) where the Company is carrying out investigation and/or disciplinary procedures against the Employee for breach of Terms of Employment or other allied matters.

23. Taxes

- 23.1 The Employee shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to the Employee by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to the Employee, as per applicable laws.

24. Changes to the employee's Terms of Employment

- 24.1 On matters not specifically covered in the Terms of Employment, the Employee shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on the Employee.
- 24.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, the Company reserves the right to withdraw and/ or alter their terms without notice at any time. The Company will exercise reasonable discretion if it changes the benefits or exclude the Employee from them.

Registered Office: 4th / 5th Floor, Building # 4, Mindspace, Thane Belapur Road, Navi Mumbai - 400 708, India
T.: +91 22 4113 7503

Sakshi Sanjay Shukla 26-May-23 Sakshi Shukla

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25. Warranty

- 25.1 The Employee represents and warrants that the Employee is not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits the Employee from fully performing the duties of the Employee's employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

26. Entire Agreement

- 26.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between the Employee and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between the Employee and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.
- 26.2 You or the Company may terminate Your employment by giving the other party written notice as follows: -

27. Waiver

- 27.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time, the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

28. Software Related

- 28.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term is deemed to include the Company and all its affiliated group companies.

29. Intellectual Property Rights

- 29.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company; or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which results from or are suggested by any work, which the Employee does or may do for the Company.
- 29.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies' nominee, Employee's entire right, title and interest in -
- All Developments
 - All trademarks, copyrights and mask work rights in the developments; and
 - All patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).

Registered Office: 4th / 5th Floor, Building # 4, Mindspace, Thane Belapur Road, Navi Mumbai - 400 708, India
T.: +91 22 4113 7503

Sakshi Sanjay Shukla 26-May-23

Sakshi Shukla

State Street Syntel Services

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- 29.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.
- 29.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any act and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

30. Non-Solicitation / Non-Compete

- 30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.
- 30.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

31. Non-Diversion of Employees

- 31.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

32. Specialized Training & Knowledge

- 32.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.
- 32.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

33. Confidentiality

- 33.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company, its clients and its business. The Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement

Sakshi Sanjay Shukla 26-May-23 Sakshi Shukla

State Street Syntel Services

A State Street and Syntel Company

and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.

- 33.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.
- 33.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.
- 33.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

34. Remedies

- 34.1 The Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.
- 34.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

35. Governing Law

- 35.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Pune.

36. Severability

- 36.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

37. Clarifications

- 37.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

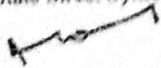
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38. Notices

38.1 All notices under this Employment Agreement shall be sent by post and/or email at the following
Addresses 4th and 5th Floor, Building # 4, Mindspace-Airoli(SEZ), Thane Belapur Road,, Navi Mumbai-400708,India,Tel: +91 2241137503,
CIN No.U72200MH2004PTC144362

For State Street Syntel Ser Pvt Ltd


Antony Kumar

Deputy General Manager

Each party shall notify the other about any change in address at least 15 days prior to the change happening. Notice sent to you at the above address or the current communication address as per company records shall be deemed as sufficient service during and after the term of this Employment Contract.

Please indicate your acceptance of these terms and conditions by signing the duplicate copy of this Employment Agreement and returning it to the Company.

I, the undersigned, have read and agree to be bound by the terms and conditions of employment as stated in this Employment Agreement. I understand that the Company may vary the terms and conditions of employment from time to time and I agree to be bound by the same

Employee Name: **Ms. Sakshi Shukla**

Employee Signature: Sakshi Shukla

Joining Date: 26-May-2023

Date: 23-May-23

Mr. Sundarpandi Konar,
Room no.5, Home no.374/6,
Gurulila CO-OP, Housing
Society, Chinchpada
Goan, Near Ganpati
MandirKatemanivali,
Kalyan East,421306.

Subject: Employment Letter

Dear Sundarpandi,

We are pleased to inform that you have been selected for employment with **State Street Syntel Ser Pvt Ltd** as **Officer KPO (GCM 1)**. Your total emoluments are **Rs. 210000/-** per annum and are described in "Annexure A". Your salary/emoluments shall be kept strictly confidential, and you shall not disclose the same to any third party.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately. Your employment shall be confirmed effective from your date of joining the Company.

Either party can terminate this employment agreement by providing a notice period of 45 Days, to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the company.

For Company Initiated relocation request, relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

The terms and conditions of the employment are listed in "Annexure B".

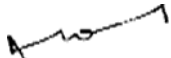
You are requested to report to duty in our office on **24-May-2023**, at **9.30 am** at the following address: **2nd Floor, Building No 4, Raheja Mindspace Nr Airoli Railway Station, Airoli, Navi Mumbai ꣳ 400708, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you to the Company and look forward to a very fruitful association with you.

Yours sincerely,

For State Street Syntel Ser Pvt Ltd,



Antony Kumar
Deputy General Manager

Encl: Annexure A – Remuneration Details; Annexure B – Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company on _____ Date & Signature _____.

Annexure A – Remuneration Details

Name: Mr. Sundarpandi Konar

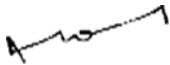
Designation: Officer KPO

GCM Level: GCM 1

Compensation Components	Annual (Rs.)
<u>Salary & Allowances</u>	
Basic Salary	150000
Basket of Allowance	7700
Total Salary & Allowances (A)	157700
Company's Contribution to Provident Fund (PF) (B)	21600
Advance Statutory Bonus (C)	30700
Total Cost to Company (CTC) C = (A+B+C)	210000

Note:

1. The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
2. All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
3. As per the Company policy, you will be covered under a company provided Medical Insurance.
4. You can opt for Provident Fund @12% of basic as your contribution and company contribution towards Provident fund. This is a Scheduled activity you will be communicated in advance to avail this benefit.
5. Advance Statutory Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion



Antony Kumar
Deputy General Manager

EMPLOYMENT – Terms and Conditions

EMPLOYER

State Street Syntel Ser Pvt Ltd having its Registered Office at 2nd Floor, Building No 4, Raheja Mindspace, Airoli Navi Mumbai – 400708, India. T.: +91226704, a member of Eviden Group of companies.

EMPLOYEE

Sundarpandi Konar permanently residing at Kalyan and presently residing at Kalyan.

1. Date of Joining	:	24-May-23
2. Reporting Time on Date of Joining	:	10:00 am
3. Job Title	:	Officer KPO
4. GCM Level	:	GCM 1
5. Location	:	Navi Mumbai, Airoli

You shall be governed by the following Terms and Conditions of Service during the employment with the Company, and these Terms and Conditions will be subject to amendments from time to time. These Terms and conditions of this Employment Contract, any other agreement signed with the Company or with any member of Eviden Group of companies and any other Policies and guidelines that are provided by the Company in the Human Resources (herein referred as "HR") Portal or as a part of the HR Policy, Information Security Policy, Policy on non-compete, confidentiality and data protection, and any other directive whether issued by way of emails or written notifications by the Company shall all be termed as "Terms of Employment" and you shall abide by the same at all times during the term of employment and beyond to the extent such terms survive the employment term.

Terms and Conditions

1. Statement of Fact

1.1 The appointment is being made on basis of the job application form and is on reliance of the contents of resume and other information provided during the course of interview and other mutual discussions. Any misleading, incorrect or fraudulent information, either written or verbal, provided, shall result in termination of employment forthwith at the sole discretion of the Company (Herein Company would be referred to as either "The Company") and the Employee (herein employee would be referred to as either "the Employee") shall be liable to fully indemnify the Company for any losses suffered in this regard which shall be without prejudice and in addition to any other action/legal proceeding that the Company may take against the Employee. Company reserves the right to make suitable formal/informal checks with the educational institutions and previous employers of an Employee/candidate at its own discretion and the Employee/candidate shall be deemed to have consented the Company to do so.

2. Work Related

- 2.1 The Employee shall devote his/her full time to the work of the Company, and shall not undertake any other direct / indirect business/work/assignment etc. even on part-time basis whether honorary or remunerative, except with the prior written permission of the Company.
- 2.2 The Employee's designation is merely indicative of the responsibilities, which he/ she is required to carry out. Company shall be entitled to require the Employee, at any time, to perform any other administrative, managerial, supervisory, and/ or other functions and the Employee will be bound to carry out such functions by using his/her best efforts and act in good faith and in the best interests of the Company.
- 2.3 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

- 2.4 The Employee shall not accept any presents, commissions or any kind of gratification in cash or kind from any person, party, firm or company having dealings with the Company or Company's group of companies and if the Employee is offered, the Employee shall report the same immediately to the Company.
- 2.5 The Employee shall maintain and keep in his/her safe custody such books, registers, documents and other papers as may be issued to him/ her or may come in the Employee's possession and shall return the same when required by the Company.
- 2.6 The Employee will comply with all rules, regulations and procedures including service rules, practices, policies, etc. established by the Company as may be communicated from time to time, which are subject to modifications at the sole discretion of the Company and the same shall be binding on the Employee.

3. Location

- 3.1 The Company is fully entitled to place the employee at any of its location/affiliates in India or abroad or at the Company's customer location within India or outside India as the Company deems appropriate based on its business requirements. The Employee shall also be subject to any transfer by the Company on a temporary or permanent basis to other job functions, departments and/or locations or any affiliates of the Group Company, based on the Company's business requirements. Any rejection or non-acceptance by the Employee shall be deemed to be a breach of the Terms of Employment agreement and shall be subject to disciplinary action including but not limited to termination of employment by the Company. While every attempt would be made to give the Employee reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

For Company Initiated Relocation Request

- In the event that you are required by Company to relocate, Company may reimburse the cost (or a proportion) of such relocation (the "Relocation Expenses"). The relocation reimbursement is subject to recovery as below
- Relocation reimbursement will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of relocation

Recovery of Joining Bonus (if applicable)

On completion of 30 (thirty) days from your date of joining the Company, you shall be eligible for a joining bonus as stated in your offer letter provided you join the Company on or before the date mentioned in your offer letter. Such Joining Bonus shall be paid to you on the subsequent salary/pay cycle following completion of aforesaid 30 (thirty) days.

- a) Joining Bonus will be fully recovered in case of Voluntary separations within 12 months of joining.
- b) Joining Bonus will be fully recovered in case of separations due to default from your end including but not limited to neglect of duties, misconduct/ misdemeanor or any other reason owing to breach of your employment agreement within 12 months of joining.

4. Entitlement to Work

5. Procurement and timely renewal of relevant work permit in India shall solely be Your responsibility and the Company shall render reasonable assistance and support on documents that You may require for this purpose. Your employment is subject to and conditional on You being legally entitled to live and work (for the Company) in India. You undertake to notify the Company immediately if You cease to be so entitled, in which event Your employment shall be deemed terminated and no compensation (with the exception of statutory dues payable, if any) shall be payable to You by the Company. The Company shall not be responsible for any liability arising thereof.

6. Hours of Work

- 5.1 Details with regards to Hours of work is covered in our Company's Policy which is available in our internal portal for the employees to refer. Further you will be required to work the hours necessary to fulfill the responsibilities of your role.

7. Probation Clause

- 7.1 Probation clause will not be applicable to You, as Your employment with the Company will be confirmed with effect from your date of joining

8. Remuneration

- 8.1 The entitlements of your Total Compensation are subject to any Company policy, procedure or guideline that may be issued from time to time. All perquisites and benefits including reimbursements if any applicable to you are subject to applicable tax provisions which may be applicable including taxation on perquisite value.

Your remuneration package has been shared with you as part of the offer letter issued to you.

9. Deduction from Remuneration

- 9.1 The Company may deduct from your remuneration any overpayment made to you, any benefits including leave taken by you beyond entitlement or amounts owed by you to the Company, to the extent permitted by law.

10. Period of Notice

- 10.1 You or the Company may terminate your employment by giving the other party written notice as follows
- a. Notice period shall be 45 days
 - b. If you have signed any other agreement with the Company or any member of Eviden Group of companies that provides for a larger notice period, then that larger notice period shall apply. (The above is collectively referred to as "Notice Period"). The expression like being in the employment of the Company, during your employment term etc., includes Notice Period also.
 - c. The Company reserves the right to make a payment of Basic + Basket of Allowance (BOA) pay in lieu of such Notice Period.
 - d. The Company may terminate Your employment summarily with immediate notice in the event of gross misconduct or a serious breach of Your employment obligations.
 - e. We may, at any time during Your Notice Period (whether notice is given by You or by the Company), and in Our absolute discretion alter Your duties.

Note - Gratuity - You shall be eligible for Gratuity on termination of the employment as per "The Payment of Gratuity Act, 1972".

11. Retirement

- 10.1 The Employee will retire from the Company services on reaching the age of 60 (sixty) years or earlier if found medically unfit. The age or date of birth already given by the Employee in his/her application form would be treated as binding and final. The actual date of retirement shall be the last date of the calendar month in which the Employee was born.

12. Mediclaim, Personal Accident Insurance

- 12.1 You will be covered by the Company's Mediclaim and Personal Accident Insurance Policy as per its rules/ regulations.

13. Annual Leave and Public Holiday

- 13.1 Our leave year runs from 1 January to 31 December. Your annual leave entitlement will be 33 days. Additional paid holidays are declared each year for public holidays and the Company will update the list of paid holidays for the calendar year in the internal portal of the Company.
- 13.2 You will be eligible for leave as per the Policy announced by the Company from time to time. All leave applications, approvals, rejections, etc., must be in line with the HR Policy laid down and as applicable from time to time. The Company reserves the right to cancel any approved leave for reasons of business requirements and you are expected to provide full co-operation and adhere to such requests of the Company. The Company is also entitled to, suo moto, ask you to go on leave for such number of days and on such terms and conditions as intimated to you by the HR Department without assigning any reason to you.

- 13.3 Any un-authorized leave or excess leave by you will entitle the Company to terminate your employment.
- 13.4 Full details of the policy regarding annual leave and holidays are available on the Company's internal portal.

14. Receipt of Payments and Benefits from Third Parties

- 14.1 Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which you or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Companies for the amount received or the value of the benefit so obtained. Subject to any written regulations issued by the Company which may be applicable, neither you nor any member of your family, nor any company or business entity in which You or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by you on behalf of the Company and/or any member of the Group of Companies and if you, any member of your family or any company or business entity in which you or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit you will forthwith account to the Company or the relevant member of the Group of Companies for the amount received or the value of the benefit so obtained.

15. Integrity and Professionalism

- 15.1 The Company shall conduct reference checks, background checks and/or drug test before the Employee's date of joining with the company through a third party agency at its sole discretion to verify and authenticate details and documents furnished by the Employee to the Company. This offer is subject to the Employee's satisfactory completion of all the above verification made by the Company. The Company also reserves the rights to ask the Employee to furnish additional documentation or supporting information in this regard, as and when considered necessary. Background verification includes but is not limited to verification of the Employee's employment history and qualifications. The Company reserves the right to make suitable formal/informal checks with the educational institutions and the Employee's former employers at its own discretion and the Employee shall be deemed to have consented the Company to do so. Company reserves the right to withdraw this offer of employment or terminate the Employee's employment if the result of any background screening check (which may be conducted at any time prior to or during the Employee's employment) or any act on the Employee's part which demonstrates (at the discretion of the Company) that the Employee will not be able to carry out the inherent requirements of the Employee's employment to the Company's standards of integrity and professionalism. The Employee's retention in Company's employment will be subject to the Employee's continued medical fitness. Company reserves the right to ask the Employee to undergo background verification/ medical examination if and when considered necessary.

16. Former Employer

- 16.1 In the event of the Employee becoming party to any proceeding/(s) brought by any former employer at any time during or after the Employee's employment with the Company, the Employee recognizes and agrees that the Employee shall have full and sole responsibility of responding to such action or proceeding and that the Company shall have no responsibility to participate in the Employee's response to such action or proceeding whether at the Employee's own costs or otherwise. The Employee agrees that the Employee is not expected, at any time, to disclose, to the Company and/or any member of Eviden group of companies or its directors, officers or agents, the trade secrets or any other confidential information of the Employee's former employer or any other entity.
- 16.2 The Employee represents to the Company that he/she is not subject to party to any restrictive covenant, non-compete, non-solicitation, intellectual property, or confidentiality agreement or any other agreement that would limit or restrict the Employee's scope and ability to work in any way for the Company or any member of the Company's group of Companies.
- 16.3 The Employee represents that he/she is not bound by any previous agreement in any way whatsoever from the Employee's previous employment that would limit or restrict the Employee's scope of ability to work in any way for the Company or Company's group of Companies. In the event of the Employee having any obligation binding from the Employee's previous employer, the Employee undertakes to declare and hold the Company harmless and not responsible thereby releasing the Company from any such dispute related to the Employee's previous employment.

- 16.4 In case of any breach or misrepresentation on the Employee's part in the above, the Company reserves its right to terminate the Employee's services forthwith which will be without prejudice to the right of the Company to be indemnified by the Employee in respect of any litigation/proceedings that the Company or any member of Company's group of Companies may have to face on account of the Employee's breach or misrepresentation as above.

17.Data Protection

- 17.1 The Company may be required to process, transfer and store the Employee's personal and sensitive data in any of the other locations of the Company or any member of Eviden group of companies that may not be the Employee's home location (including amongst others, transfers of the Employee's health information to another office of the Company) for inclusion in our central HR system.
- 17.2 By signing this employment contract, the Employee acknowledges and agrees that the Company is permitted to collect and hold personal data about the Employee as part of personnel and other business records and that the Company may use such information for the purpose of conducting background checks, administering the Employee's employment and other purposes directly related to the Employee's employment.
- 17.3 The Employee agrees that the Company may disclose such data to third parties in the event that such disclosure is in our view required for the proper administration of the Employee's employment and other matters directly related to the Employee's employment. This clause applies to information held, used or disclosed in any medium. For further information, please refer to the Information Security Policy, which is available on the Company's internal portal.

18.Return of Property

- 18.1 When the Employee's employment ends (or earlier on demand by the Company), the Employee is required to return all Confidential Information and all the Company property and equipment in an acceptable condition.
- 18.2 Subject to any written regulations issued by the Company which may be applicable, neither the Employee nor any member of the Employee's family, nor any company or business entity in which the Employee or they have an interest, are entitled to receive or obtain directly or indirectly any payment, discount, rebate, commission or other benefit from third parties in respect of any business transacted (whether or not) by the Employee on behalf of the Company and/or any member of Company's group of companies and if the Employee, any member of the Employee's family or any company or business entity in which the Employee or they have an interest, directly or indirectly obtain any such payment, discount, rebate, commission or other benefit, the Employee will forthwith account to the Company or the relevant member of Company's group of companies for the amount received or the value of the benefit so obtained.

19.Conflict of Interest

- 19.1 The Employee undertakes and agrees to mention that he/she would conduct themselves with the highest standards of integrity, honesty and fairness to avoid any conflict between the Employee's personal interests and the interests of the Company. The Employee further states that the Employee does and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of the Company or to any member of Company's group of companies to the extent or nature that it affects, or appears to affect, the Employee's responsibilities to the Company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any competitor/client/vendor of the Company or any member of Company's group of companies. The Employee shall not personally take advantage of a business opportunity rightfully belonging to the Company or any member of Company's group of companies or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company or any member of Company's group of companies.

20.Policies and Procedures

- 20.1 The Company has adopted a number of employment and business policies and procedures. The Employee must comply with the Company's policies and procedures (as amended, removed or replaced from time to time), including the Code of Conduct and/or the employee handbook. The Employee will have access to all of the Company policies and procedures including the Code of Conduct, on the Company's internal portal site. The Employee must familiarize himself with them and the Employee agrees to be bound by them as applicable from time to time. No separate agreement is required for the Employee to be bound by such policies and procedures from time to time.

- 20.2 The Company reserves the right to change existing policies and procedures or introduce new ones from time to time. Information about new policies and procedures or changes to existing ones including the Code of Conduct will be communicated through the Company's internal portal and/or employee communications.
- 20.3 Disciplinary procedures or any other applicable procedures in the circumstances may be implemented for failure to comply with the Company's policies and procedures up to and including dismissal.
- 20.4 The Employee also declares that the Employee has not been convicted nor pleaded guilty for violating any central, state or local law, regulation or ordinance nor has any criminal charges presently pending before any court of law.
- 20.5 The Employee understands and agrees that the Employee will not involve/make the Company and/or any member of Company's group of companies, as a party or otherwise, into any disputes/court proceedings/investigations/allegations arising out of or related to any matter which is personal to the Employee. The Employee also agrees and undertakes to keep the Company and/or any member of Company's group of companies indemnified at all times should the Company and/or any member of Company's group of companies suffers or incurs any damages and expenses whatsoever in this regard.
- 20.6 Should the Employee be alleged/convicted in any crime or offence in any country of whatsoever nature, the Employee will immediately inform our HR and adhere to all the disciplinary procedures as the circumstances may demand.
- 20.7 You are required to declare at the time of joining and/ or during your employment with the Company, your association with/ of
- person or persons holding senior position in the Company, or
 - political Candidate and/ or any political affiliated personnel/ entity or
 - any member of your family connected to any political affiliated personnel/ entity.

You are required to disclose such association to the HR Department

21. Information, Assets and Systems

- 21.1 When the Employee joins the Company, the Employee may have access to phones, e-mail, the Company's internal portal, internet and other equipment and systems. These form part of the Company's IT and communication systems and the Employee will be required to use them in accordance with the policies relating to them. The Company may implement disciplinary procedure if the Employee fails to comply with them and in certain circumstances, this could amount to gross misconduct leading to dismissal. The Employee should refer and adhere to the Code of Conduct and the Company Policy Standards for further information on these policies.

22. Discipline

- 22.1 Details of our disciplinary procedures are available on the Company's internal portal. These procedures do not form part of the Employee's Employment Agreement.
- 22.2 The Company reserves the right to place the Employee on leave of absence ("Suspension") at any time during the Employee's employment, on terms and for periods as the Company determines appropriate pursuant to applicable laws. This includes (but is not limited to) where the Company is carrying out investigation and/or disciplinary procedures against the Employee for breach of Terms of Employment or other allied matters.

23. Taxes

- 23.1 The Employee shall be solely responsible for declaring and paying all taxes to the relevant tax authorities due on payments made and benefits provided to the Employee by the Company and/or any member of Company's group of companies. The Company shall deduct any statutory dues/taxes from amounts paid to the Employee, as per applicable laws.

24. Changes to the employee's Terms of Employment

- 24.1 On matters not specifically covered in the Terms of Employment, the Employee shall be governed by the Company's Policies/ Terms and Conditions/ employee handbook service rules, practices, etc. which are liable for modifications, additions, total or partial withdrawal, suspension/ revocation, etc. from time to time. The Company's decision on all such matters shall be final and binding on the Employee.
- 24.2 In relation to the benefits (not being a statutory benefit) referred to in this Employment Agreement, the Company reserves the right to withdraw and/ or alter their terms without notice at any time. The Company will exercise reasonable discretion if it changes the benefits or exclude the Employee from them.

25. Warranty

- 25.1 The Employee represents and warrants that the Employee is not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits the Employee from fully performing the duties of the Employee's employment, or any of them, in accordance with the terms and conditions of this Employment Agreement.

26. Entire Agreement

- 26.1 These terms and conditions supersede any previous agreement, whether oral or in writing, between the Employee and the Company or any other member of Company's group of companies in relation to the matters dealt herein and represent the entire agreement between the Employee and the Company. This Employment Agreement or any part thereof may be modified in writing and all such modifications shall be effective when signed by both the parties hereto.
- 26.2 You or the Company may terminate Your employment by giving the other party written notice as follows: -

27. Waiver

- 27.1 It is hereby agreed that failure of the Company to enforce at any time or for any period of time, the terms and conditions contained herein shall not be construed to be waiver of any of the terms and conditions or of the right thereafter to enforce each and every term and condition of this Employment Agreement.

28. Software Related

- 28.1 The Employee is strictly prohibited from bringing in the office premises, any unauthorized or infringed copies of software or downloading any infringed or non-patented software in the computer systems (from external sources or otherwise) or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act or any other intellectual property rights (IPR) laws. Employee shall not introduce or bring into the Company or its clients' systems, any virus, trojan horses, computer code designed to disrupt, disable, harm, or otherwise impede the operation of software or firmware or any computer or network or that would disable the software or firmware or any computer or network or impair in any way their operation. Violation of this clause will be regarded as a serious offence and the Employee will be subjected to appropriate disciplinary action as per the policies of the Company. For the purpose of maintaining confidentiality of data, information, assignment of IP rights, non-solicitation, non-compete, non-diversion the term is deemed to include the Company and all its affiliated group companies.

29. Intellectual Property Rights

- 29.1 The Employee agrees to inform the Company of full details of all the inventions, discoveries, concepts, ideas, etc. (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which the Employee conceives, improves, completes, or puts in to practice (whether alone or jointly with others) while being in the employment of the Company, and which relate to the present or prospective business, work or investigations of the Company; or which result from any work the Employee does, using any equipment, facilities, materials or personnel of the Company; or which has or have been developed by the Employee or under the Employee's supervision, or which results from or are suggested by any work, which the Employee does or may do for the Company.
- 29.2 The ownership of all "developmental" work and documentation created by the Employee shall from the moment of its creation, vest in the Company. Thus, the Employee agrees to assign and hereby assigns to the Company/ Companies' nominee, Employee's entire right, title and interest in –
- All Developments
 - All trademarks, copyrights and mask work rights in the developments; and
 - All patent applications filed, patents granted on any development, including those in foreign countries, which the Employee conceives or makes (whether alone or with others) while being in the employment of the Company or within two (2) years of the end of their employment (if conceived as a result of the Employment with the Company).

- 29.3 The Employee acknowledges existence of the Company's present and future products, know-how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law or any other applicable IPR laws in force, in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means, without the prior written permission of the Company.
- 29.4 The Employee agrees to assign to the Company his/her entire right, title and interest in any invention or improvement that the Employee might make solely or jointly with others, during the course of his/her employment with the Company relating to any and all products, services, software, software tools marketed or manufactured or developed and that the Employee will perform any act and execute such documents, without expenses to the Employee which, in the judgments of the Company or its attorneys may be needful or desirable to secure to the Company, patent protection and any or all rights relating to such invention or improvement.

30. Non-Solicitation / Non-Compete

- 30.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party, solicit business from or perform services for any the Company's client or any prospective client, with whom he/she had any contact with or exposure to pursuant to this Employment Agreement.
- 30.2 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy the Employee on project or assignment in Offshore or Onsite client engagement where the Company is already working for the same client and where the Employee had been engaged in a project with the client organization for a period exceeding one month.

31. Non-Diversion of Employees

- 31.1 During the term of this Employment Agreement and for a period of one (1) year subsequent to the termination of this Agreement, the Employee will not, without the prior written consent of the Company, directly, indirectly, or through any other party solicit and/or offer an employment to persons, who are then, or were during the previous six (6) months, employees of the Company or any the Company subsidiary / associate / affiliate.

32. Specialized Training & Knowledge

- 32.1 If the Employee has to undergo any specialized training in the Company or arranged by the Company, the Employee will have to execute a training agreement and an indemnity bond to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond. Any violation of the terms will entitle the Company to recover liquidated damages as mentioned in the said training agreement and an indemnity bond. During employment, Employee agrees to undergo any specialized training as required by the Company.
- 32.2 On deputation to a client site for knowledge acquisition and subsequent knowledge transfer on a client's application, either for development, enhancement, maintenance, support or otherwise, the Employee will be understood to have gathered intellectual property on behalf of the Company. As a consequence, the Employee commits to serve the Company for a minimum period as mentioned in the said training agreement and an indemnity bond from the date of return to India from the onsite engagement. Any breach of this clause will entitle the Company to recover liquidated damages as mentioned in the training agreement and an indemnity bond.

33. Confidentiality

- 33.1 So long as the Employee is in the employment of the Company, providing certain products and/or services to the Company and/or on behalf of the Company, he/ she will, at all times, observe secrecy and confidentiality in respect of technical, trade or business data or any other information that might come to his/her knowledge or possession (herein collectively referred to as the "Confidential Information"), which according to the Company, are necessarily confidential and form valuable property of the Company and not made available to the trade and furthermore. The Employee shall use the Confidential Information solely for the purpose of and on behalf of the Company. The Employee will not disclose Confidential Information without authority of the Company to anyone other than the Company's authorized person and even after the Employee has ceased to be in the service of the Company, the Employee shall not disclose Confidential Information to anyone. The Employee hereby acknowledges that the Company and its clients are subject to certain privacy regulations and/or contractual obligations, pursuant to which the Company shall be required to obtain certain undertakings from the Employee with regard to privacy, use and protection of non-public information of the Company and/or its clients (of client's customers) or any prospective clients. Employee agrees that (a) he/she shall not disclose or use any client/customer data except to the extent necessary to carry out its obligations under this Agreement

- and in accordance with applicable privacy laws; (b) he/she shall not disclose client data to any third party without the prior consent of the Company and/or client (c) he/she shall maintain, effective information security measures, in accordance with the policies of the Company and /or client and as otherwise necessary to protect client data from unauthorized disclosure or use; and (d) he/she shall notify the Company in writing immediately upon becoming aware of any such unauthorized disclosure or use of the Company and/or client data in detail. The obligations set forth in this clause shall survive termination of the Agreement indefinitely.
- 33.2 The term "Confidential Information" does not include information which (i) is already in Employee's possession, or (ii) becomes generally available to the public other than as a result of a disclosure by the Employee or (iii) becomes available to the Employee on a non-confidential basis from a source other than the Company and/or Company's clients. Employee further agrees that disclosure of the same shall be with prior permission of the Company.
- 33.3 The Employee agrees to promptly re-deliver to the Company, upon request/ in the event of his/ her ceasing the employment with the Company, i) all drawing, blue print or other reproductions or other data, tables, calculations, letter or other documents or other writing or copy of writing of any nature whatever pertaining to the business of the Company, ii) Confidential Information including all Intellectual property rights, whether registered or unregistered on any tangible media. The Employee will not retain any copies, extracts or other reproductions in whole or in part of such material. The Employee further agrees that breach of this confidentiality clause could cause irreparable damage to the Company and that the Company shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.
- 33.4 From time to time, Company's customers/clients and other business requirements may require all employees to sign special Non-Disclosure Agreements ("NDA's"). These NDA's may be process/ client specific or could represent a regulatory requirement. The Employee agrees to sign and comply with the terms and conditions of the said NDA's, as and when required.

34. Remedies

- 34.1 The Employee agrees that his/her failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Employment Agreement, the confidentiality agreement or any other agreement between the Employee and the Company, will cause the Company immediate and irreparable damage and that the Company is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.
- 34.2 Remedies for damages procuring prior to the Company's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidated damage, attorney's fees and other cause related to the action.

35. Governing Law

- 35.1 The validity, construction, interpretation and performance of this Employment Agreement will be governed by Indian laws and adjudicated upon by a competent court in Pune.

36. Severability

- 36.1 If any clause in this employment agreement is held invalid, illegal or unenforceable for any reason, that provision shall be severed and the remainder of the provisions of this employment agreement will continue in full force and effect as if this employment agreement had been executed without such invalid provision.

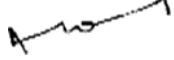
37. Clarifications

- 37.1 For any further clarifications about the above clauses or any interpretation of the above clauses, the Employee may approach the HR team.

38. Notices

38.1 All notices under this Employment Agreement shall be sent by post and/or email at the following
Addresses 4th and 5th Floor, Building # 4, Mindspace-Airoli(SEZ), Thane Belapur Road., Navi Mumbai-400708,India,Tel: +912241137503,
CIN No:U72200MH2004PTC144362

For State Street Syntel Ser Pvt Ltd



Antony Kumar

Deputy General Manager

Each party shall notify the other about any change in address at least 15 days prior to the change happening. Notice sent to you at the above address or the current communication address as per company records shall be deemed as sufficient service during and after the term of this Employment Contract.

Please indicate your acceptance of these terms and conditions by signing the duplicate copy of this Employment Agreement and returning it to the Company.

I, the undersigned, have read and agree to be bound by the terms and conditions of employment as stated in this Employment Agreement. I understand that the Company may vary the terms and conditions of employment from time to time and I agree to be bound by the same

Employee Name: Mr. Sundarpandi Konar

Employee Signature:

Joining Date:



Date :04 May 2023

Ujala Gautam

Sub: Employment Letter

Dear Ujala Gautam,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Customer Service Associate in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 04 May 2023 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 160800.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 194400.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 04 May 2023. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Kasarwadvli Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Ujala', is written over a horizontal line.

CONNEQT BUSINESS SOLUTIONS LIMITED (formerly Tata Business Support Services Limited)

REGD. OFFICE: 1-8-371, GOWRA TRINITY, CHIRAN FORT LANE, BEGUMPET, HYDERABAD 500003, INDIA | TEL: +91 40 65357045

CIN: U54200TG1995PLC044960, WWW.CONNEQTCORP.COM

A SUBSIDIARY OF QUESSE CORP



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in black ink, appearing to read 'Tony Jacob Joseph', is written over a light grey circular stamp.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter



Name Ujala Gautam
 Grade 1A
 Designation Customer Service Associate

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Salary	5670.00	68040.00
House Rent Allowance	3969.00	47628.00
Other Allowance	3289.00	39468.00
Advance Statutory Bonus	472.00	5664.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation(100%)	810.00	9720.00
C. MONTHLY GROSS (A+B)	14210.00	170520.00
D. BENEFITS		
PROVIDENT FUND - Company Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1075.00	12900.00
GRATUITY (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	273.00	3276.00
ESI - Company Contribution (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.	462.00	5544.00
Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180.00	2160.00
E. TOTAL COST TO COMPANY (C + D)	16200.00	194400.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident F und Contribution. As per the act, you will contribute the same amount as employee contribution)	1075.00	12900.00
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the act, 0.75% of your monthly gross will be recovered towards you.)	107.00	1279.00

allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.

I accept the terms of this letter



Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

A handwritten signature in black ink, appearing to read 'Raj', is written over a horizontal line.



May 04, 2023

Reference No:893782

Letter of Intent

Dear **Falguni Nikam**,

We are happy to announce that you have been selected for the position of “**CUSTOMER SUPPORT REPRESENTATIVE**” for OPERATIONS (283) Department in Eureka Outsourcing Solutions Pvt. Ltd. “EOS”

Your date of joining/induction would not be later than May **04, 2023**.

Your total monthly stipend amount for this position would be Rs. **12500.0/-**

(Stipend amount paid would subject to all relevant tax laws)

We look forward for a long-lasting performance and growth oriented association with you. You are requested to submit the documents listed overleaf on the date of joining for further proceedings. Kindly note that this is a Letter of Intent and your joining would be subject to submission of required documents, verification and training certification. All Original documents required for joining are to be submitted for verification. In case of any irregularity in the Original documents your joining would be put on hold till the final verification.

You will be paid a stipend amount of **Rs. 0.0/-** during the training period.

The training duration for the process would be of **7** days and the stipend will be credited along with your **2nd month salary**. In case you do not pass the certification subsequent to the training you will not be eligible for receiving the stipend amount for the appropriate days. During the training period if you do not report to work for 2 consecutive days without intimation you will be treated as absconding. No Stipend would be payable in such case.

****Training period can extend by 3-4 working days depending upon the content coverage, and trainees capability in learning the subject matter. The extended period shall form part of the stipend amount stated in the LOI.**

Issued by

Eureka Outsourcing Solutions Pvt. Ltd

Human Resource Department

A handwritten signature in blue ink, appearing to read 'Jyoti Jambhale', is written over a light blue rectangular background.

Eureka Outsourcing Solutions Pvt. Ltd.

Corporate office: High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

T: +91 22 25302400 F: +91 22 25302433 E: connect@eosglobe.com W: www.eosglobe.com

List of Documents Required

Mandatory Documents

Aadhar Card | Pan Card | 10th mark sheet/passing certificate | 12th mark sheet/passing certificate | Graduation mark sheet/degree certificate | Post Graduation mark sheet/degree certificate | Diploma mark sheet/degree certificate

In case original documents are not available for S.S.C and H.S.C, a bonafide would be required from School/College.

Age Proof

Birth Certificate | Domicile Certificate | Passport | 10Th certificate/School/College Leaving Certificate (with Date of birth)

Address Proof (Present & Permanent)

Electricity Bill | Passport | Affidavit | Gas Bill | Rent agreement | Telephone Bill (BSNL /MTNL)

Previous Employment Documents

Appointment Letter | Last Increment Letter | Relieving letter | Experience Letter | Salary certificate | Accepted Resignation Letter from last employer | Last 3 month's salary slip.

Documents required for Bank Account Opening for Salary transfer

Aadhar Card | PAN Card | 2 passport size photos

Terms :

Loyalty Bonus if applicable would be paid after 90 days from the date of joining in subsequent salary month. Performance Linked Incentive if applicable would be paid on monthly basis as per performance/Attendance/Quality scores.

Reporting Time : 09:00AM

Reporting Office : Airoli-Empire

14th Floor, A Wing, Empire Tower, Behind Reliable Tech Plaza, Near Thane Belapur Road, Airoli (E), Navi Mumbai 4 - 400708



EMPLOYMENT OFFER LETTER

Date : 22 May 2023

Ms : Joyti Jugar

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

Interview ID	INT05202341287
Candidate Name	Joyti Jugar
Date of Interview	2023-05-22 17:30:35
Interviewed By	Yadav Rahul Rajaram
Offered Salary (Monthly)	16500
Date of Joining	24 May 2023
Stipend	INR 5000 For 25 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 198,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 24 May 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 24 May 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100 / 9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

A handwritten signature in black ink, appearing to read "S. Garg".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



EMPLOYMENT OFFER LETTER

Date : 25 May 2023

Ms : Manorama Salunkhe

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

Interview ID	INT05202341176
Candidate Name	Manorama Salunkhe
Date of Interview	2023-05-25 17:30:35
Interviewed By	Yadav Rahul Rajaram
Offered Salary (Monthly)	16500
Date of Joining	27 May 2023
Stipend	INR 5000 For 25 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 198,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 27 May 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 27 May 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100 / 9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,

For Cogent E Services Limited

A handwritten signature in black ink, appearing to read "S. Garg".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



EMPLOYMENT OFFER LETTER

Date : 28 May 2023

Ms : Mayuresh Mirkute

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

Interview ID	INT052023411762
Candidate Name	Mayuresh Mirkute
Date of Interview	2023-05-28 17:26:39
Interviewed By	Yadav Rahul Rajaram
Offered Salary (Monthly)	16500
Date of Joining	30 May 2023
Stipend	INR 5000 For 25 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 198,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 30 May 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 30 May 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100 / 9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

A handwritten signature in black ink, appearing to read "S. Garg".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



May 04, 2023

Reference No:843451

Letter of Intent

Dear **Niti jha**,

We are happy to announce that you have been selected for the position of “**CUSTOMER SUPPORT REPRESENTATIVE**” for OPERATIONS (283) Department in Eureka Outsourcing Solutions Pvt. Ltd. “EOS”

Your date of joining/induction would not be later than May **04, 2023**.

Your total monthly stipend amount for this position would be Rs. **12500.0/-**

(Stipend amount paid would subject to all relevant tax laws)

We look forward for a long-lasting performance and growth oriented association with you. You are requested to submit the documents listed overleaf on the date of joining for further proceedings. Kindly note that this is a Letter of Intent and your joining would be subject to submission of required documents, verification and training certification. All Original documents required for joining are to be submitted for verification. In case of any irregularity in the Original documents your joining would be put on hold till the final verification.

You will be paid a stipend amount of **Rs. 0.0/-** during the training period.

The training duration for the process would be of **7** days and the stipend will be credited along with your **2nd month salary**. In case you do not pass the certification subsequent to the training you will not be eligible for receiving the stipend amount for the appropriate days. During the training period if you do not report to work for 2 consecutive days without intimation you will be treated as absconding. No Stipend would be payable in such case.

****Training period can extend by 3-4 working days depending upon the content coverage, and trainees capability in learning the subject matter. The extended period shall form part of the stipend amount stated in the LOI.**

Issued by

Eureka Outsourcing Solutions Pvt. Ltd

Human Resource Department

A handwritten signature in blue ink, appearing to read 'Jyoti Jadhav', is written over a light blue rectangular background.

Eureka Outsourcing Solutions Pvt. Ltd.

Corporate office: High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

T: +91 22 25302400 F: +91 22 25302433 E: connect@eosglobe.com W: www.eosglobe.com

List of Documents Required

Mandatory Documents

Aadhar Card | Pan Card | 10th mark sheet/passing certificate | 12th mark sheet/passing certificate | Graduation mark sheet/degree certificate | Post Graduation mark sheet/degree certificate | Diploma mark sheet/degree certificate

In case original documents are not available for S.S.C and H.S.C, a bonafide would be required from School/College.

Age Proof

Birth Certificate | Domicile Certificate | Passport | 10Th certificate/School/College Leaving Certificate (with Date of birth)

Address Proof (Present & Permanent)

Electricity Bill | Passport | Affidavit | Gas Bill | Rent agreement | Telephone Bill (BSNL /MTNL)

Previous Employment Documents

Appointment Letter | Last Increment Letter | Relieving letter | Experience Letter | Salary certificate | Accepted Resignation Letter from last employer | Last 3 month's salary slip.

Documents required for Bank Account Opening for Salary transfer

Aadhar Card | PAN Card | 2 passport size photos

Terms :

Loyalty Bonus if applicable would be paid after 90 days from the date of joining in subsequent salary month. Performance Linked Incentive if applicable would be paid on monthly basis as per performance/Attendance/Quality scores.

Reporting Time : 09:00AM

Reporting Office : Airoli-Empire

14th Floor, A Wing, Empire Tower, Behind Reliable Tech Plaza, Near Thane Belapur Road, Airoli (E), Navi Mumbai 4 - 400708

Date: 31 May 2023

Mr Aakash Ganesh Prasad Sharma
ROOM NO4 CHAWL NO7SHIVANAND CHAWLGANESH WADIMANDA
TITWALA EASTKALYAN THANE
Pin-421605 421605

Employee No: 2981781

Dear Mr Aakash Ganesh Prasad Sharma

Fixed Term Contract

We are pleased to appoint you in our organization as subject to the following terms and conditions:

1. On joining, your Employee Code would be 2981781.
2. You are hereby appointed as Sales Officer for Two Year commencing from 31 May 2023 to 30 May 2025 or from the actual date of Joining whichever is later, during which you will render services to our Client at their premises subject to the terms and conditions of this engagement letter and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
3. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
4. The nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period of Two Years. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
5. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
6. You will be entitled to Twenty One days General Leave in a financial year at a time to be determined by the Company.
7. If at any time, you are found overstaying sanctioned leave or absence from work without permission for a period exceeding five consecutive days or habitual absence or similar misconduct considered by TeamLease or its Client to be gross indiscipline, you will be considered to have abandoned your services with TeamLease. This will be treated as voluntary termination of services from your end and incentives withheld. TeamLease will not be liable to pay one month's salary in lieu of notice thereof in such cases.
8. This contract may be terminated by either party giving to the other not less than one month's prior written notice.

**This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be punishable under applicable laws. Signed using Aadhaar (Leegality.com - Se634sZ) Aakash Ganesh Prasad Sharma

Doc ID: TL/A76F85C2307

TeamLease Services Limited, CIN No. L74140KA2000PLG118395

Date: Fri Jun 02 14:14:05 IST
2023

Ascent Building, # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala, Bangalore-560095

Ph: (91-80) 33002345, Fax: (91-80) 33243001 www.teamlease.com

Salary Annexure

Employee No: 2981781

Particulars	Amount
Basic	5500
House Rent Allowance	2200
Employer PF Contribution	1586
ESIC - Employer	501
Works Allowance	7714
TotalAmount	17501
Amount In Words(Rs)	Seventeen Thousand Five Hundred One Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	5500
House Rent Allowance	2200
Works Allowance	7714
Gross Earnings	15414
DEDUCTIONS *	Amount
Employee ESI	116
Employee PF	1586
Total Deduction	1702
Net Salary	13712

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

eSigned using Aadhaar
(Leegality.com - Se634sZ)
Aakash Ganesh Prasad Sharma

Date: Fri Jun 02 14:14:05 IST
2023

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TLI/A76F85C2307

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

eSigned using Aadhaar
(Leegality.com - Se634sZ)
Aakash Ganesh Prasad Sharma

Date: Fri Jun 02 14 14 05 IST
2023

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/A76F85C2307

PART - B (EPS)**Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Sujata Sharma, ROOM NO.4, CHAWL NO.7., SHIVANAND CHAWL, KALYAN., Thane - 421605	02 - Dec - 1979	Mother

**Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Sujata Sharma	ROOM NO.4, CHAWL NO.7., SHIVANAND CHAWL, KALYAN., Thane - 421605	02 - Dec - 1979	Mother

eSigned using Aadhaar
(Legality.com - Se634sZ)
Aakash Ganesh Prasad Sharma
Date: Fri Jun 02 14:14:05 IST
2023

Date : 02-Jun-2023

X

(*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

CERTIFICATE BY EMPLOYER

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. _____ employed in my /
our establishment after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

For TeamLease Services Limited

Place : _____

Date : _____

Authorized Signatory

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

TeamLease Services Ltd

6th Floor, BMTC Commercial Complex,

80 Feet Road, Keramangala,

Bangalore - 560095.

(Name and address of the factory /est. Or rubber stamp thereof)

Statement

1	Religion	Hinduism	
2	Sex.	Male	
3	Name of employee in full.	Aakash Ganesh Prasad Sharma	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Mumbai - Western	
6	Post held with Ticket or Serial Number if any.	Sales Officer	
7	Date of appointment.	02-Jun-2023	
8	Permanent address.	ROOM NO.4, CHAWL NO.7,, SHIVANAND CHAWL, KALYAN,, Thane - 421605	
	Village	Thana	Sub-division
	Post Office	District	State

Place : Mumbai - Western

Date : 02-Jun-2023

eSigned using Aadhaar
(Leegality.com - Se634sZ)
Aakash Ganesh Prasad Sharma

Date: Fri Jun 02 14:14:05 IST
2023

Signature/Thumb impression of the employee

Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. _____

1. _____

2. _____

2. _____

Place : Mumbai - Western

Place : Mumbai - Western

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., if any.

For TeamLease Services Limited

Designation

Authorized Signatory

Name and address of the

of rubber stamp thereof

Signature/Thumb impression of the Authorized Signatory

Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

eSigned using Aadhaar
(Leegality.com - Se634sZ)
Aakash Ganesh Prasad Sharma

Date _____

X Date: Fri Jun 02 14:14:05 IST
2023

Signature of the employee

Note : Strike out the words and paragraphs not applicable.

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account *
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date: 02-Jun-2023
Place: Mumbai

eSigned using Aadhaar
(Leegality.com - Se634sZ)
Aakash Ganesh Prasad Sharma

Date: Fri Jun 02 14:14:05 IST
2023

Signature of the Member

DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs. _____ has joined on _____
and has been allotted PF Number _____ and UAN _____

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.

Date:

Signature of Employer with Seal of Establishment

* Auto transfer of previous PF account would be possible in respect of Addhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from pervious establishment.

1. फार्म-1 का प्रेषण क.रा.वी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है।
Submission of Form-1 is governed by regulation 11 & 12 of ESI (General) Regulations, 1950
2. "कुटुम्ब" से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:-
अर्थात्:- (1) विवाहिनी (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवयस्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति के उपाजनों पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री, (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति के उपाजनों पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (ब्योरे हेतु क.रा.वी. अधिनियम, 1948 की धारा 2 के खंड 11 को देखें)।
"Family" means all or any of the following relatives of an Insured Person namely:-
(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details).
3. पहचान-पत्र अहस्तान्तरणीय है।
Identity Card is Non-Transferable.
4. पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।
Loss of Identity Card be reported to Employer/Branch Manager immediately.
5. किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.वी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है।
Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.
6. नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए। विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।
This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
7. बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन चिकित्सा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (महिला कर्मचारी के लिए)।
As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory cnditions.
8. अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।
For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

केवल शाखा कार्यालय में प्रयोग हेतु
For Branch Office Use only

1. बीमा संख्या आवंटन की तारीख :
Date of allotment of Ins. No. : _____
2. अस्थायी पहचान पत्र जारी करने की तारीख :
Date of Issue of T.I.C. : _____
3. औषधालय का नाम/संख्या :
Name /No. of Dispensary : _____
4. क्या अन्योन्य चिकित्सा व्यवस्था उपलब्ध है? यदि हाँ, तो उल्लेख करें :
Whether reciprocal Medical arrangements involved. if yes, please indicate :

शाखा प्रबन्धक के हस्ताक्षर
Signature of Branch Manager

क्र.सं. SI. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.	यदि नहीं, तो आवास का स्थान दर्शाएं If No. state Place of Residence
1	GANESH PRASAD SHARMA	13-07-1973	Father	हाँ/Yes Yes	कम्पा Town राज्य State
2	SUJATA SHARMA	02-12-1979	Mother	Yes	

eSigned using Aadhaar
(Legalitey.com - Se634s2)
Akash Ganesh Prasad Sharma

Date: Fri Jun 02 14:14:05 IST
2023



EMPLOYMENT OFFER LETTER

Date : 25 May 2023

Ms : Sadana Gupta

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

Interview ID	INT05202341256
Candidate Name	Sadana Gupta
Date of Interview	2023-05-25 17:30:35
Interviewed By	Yadav Rahul Rajaram
Offered Salary (Monthly)	16500
Date of Joining	27 May 2023
Stipend	INR 5000 For 25 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 198,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 27 May 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 27 May 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100 / 9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

A handwritten signature in black ink, appearing to read "S. Garg".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



May 04, 2023

Reference No:752371

Letter of Intent

Dear **Sandana Prajapati**,

We are happy to announce that you have been selected for the position of “**CUSTOMER SUPPORT REPRESENTATIVE**” for OPERATIONS (283) Department in Eureka Outsourcing Solutions Pvt. Ltd. “EOS”

Your date of joining/induction would not be later than May **04, 2023**.

Your total monthly stipend amount for this position would be Rs. **12500.0/-**

(Stipend amount paid would subject to all relevant tax laws)

We look forward for a long-lasting performance and growth oriented association with you. You are requested to submit the documents listed overleaf on the date of joining for further proceedings. Kindly note that this is a Letter of Intent and your joining would be subject to submission of required documents, verification and training certification. All Original documents required for joining are to be submitted for verification. In case of any irregularity in the Original documents your joining would be put on hold till the final verification.

You will be paid a stipend amount of **Rs. 0.0/-** during the training period.

The training duration for the process would be of **7** days and the stipend will be credited along with your **2nd month salary**. In case you do not pass the certification subsequent to the training you will not be eligible for receiving the stipend amount for the appropriate days. During the training period if you do not report to work for 2 consecutive days without intimation you will be treated as absconding. No Stipend would be payable in such case.

**Training period can extend by 3-4 working days depending upon the content coverage, and trainees capability in learning the subject matter. The extended period shall form part of the stipend amount stated in the LOI.

Issued by

Eureka Outsourcing Solutions Pvt. Ltd

Human Resource Department

A handwritten signature in blue ink, appearing to read 'Jyoti Jaiswal', is written over a light blue rectangular background.

Eureka Outsourcing Solutions Pvt. Ltd.

Corporate office: High Street Corporate Centre, 5th Floor, Kapurbavadi Junction, Majiwada Thane (W) - 400607

T: +91 22 25302400 F: +91 22 25302433 E: connect@eosglobe.com W: www.eosglobe.com

List of Documents Required

Mandatory Documents

Aadhar Card | Pan Card | 10th mark sheet/passing certificate | 12th mark sheet/passing certificate | Graduation mark sheet/degree certificate | Post Graduation mark sheet/degree certificate | Diploma mark sheet/degree certificate

In case original documents are not available for S.S.C and H.S.C, a bonafide would be required from School/College.

Age Proof

Birth Certificate | Domicile Certificate | Passport | 10Th certificate/School/College Leaving Certificate (with Date of birth)

Address Proof (Present & Permanent)

Electricity Bill | Passport | Affidavit | Gas Bill | Rent agreement | Telephone Bill (BSNL /MTNL)

Previous Employment Documents

Appointment Letter | Last Increment Letter | Relieving letter | Experience Letter | Salary certificate | Accepted Resignation Letter from last employer | Last 3 month's salary slip.

Documents required for Bank Account Opening for Salary transfer

Aadhar Card | PAN Card | 2 passport size photos

Terms :

Loyalty Bonus if applicable would be paid after 90 days from the date of joining in subsequent salary month. Performance Linked Incentive if applicable would be paid on monthly basis as per performance/Attendance/Quality scores.

Reporting Time : 09:00AM

Reporting Office : Airoli-Empire

14th Floor, A Wing, Empire Tower, Behind Reliable Tech Plaza, Near Thane Belapur Road, Airoli (E), Navi Mumbai 4 - 400708



EMPLOYMENT OFFER LETTER

Date : 22 May 2023

Ms : Sruti Mishra

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

Interview ID	INT05202341287
Candidate Name	Sruti Mishra
Date of Interview	2023-05-22 17:30:35
Interviewed By	Yadav Rahul Rajaram
Offered Salary (Monthly)	16500
Date of Joining	24 May 2023
Stipend	INR 5000 For 25 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 198,000 CTC annually**.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 24 May 2023. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



As part of our standard policy, we conduct a background verification for all our employees. In case of any falsification or misrepresentation during the interview or data submission, we reserve the right to withhold the salary and terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 24 May 2023. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100 / 9540600417**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

A handwritten signature in black ink, appearing to read "S. Garg".

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 / 9540600417 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com



Date :04 May 2023

Taushef Siddique

Sub: Employment Letter

Dear Taushef Siddique,

With reference to your application and subsequent interactions we are pleased to offer you an Employment as Customer Service Associate in the Operations with CONNEQT Business Solutions Limited (The Company) with effect from 04 May 2023 on the following terms and conditions.

You will be paid an Annual Gross Salary of INR. 160800.00 In addition to the above, you will be covered under PF, ESI, Bonus, Gratuity etc., if applicable as per law. Based on the present applicability your annual CTC would be Rs 194400.0 This may undergo change in view of the changes in the laws. Detailed break-up of the monthly and annual CTC is annexed to this letter as annexure A

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

The above mentioned offer shall be valid if you join us on 04 May 2023. Should you have any further queries, please feel free to contact our Recruitment Team.

You will initially be posted at our Thane-Kasarwadvli Office. The Company may transfer your services to any of the existing office(s)/ department(s) / division(s) / Section(s) / establishment(s) of the Company including any of its subsidiaries / holding / associate company or that may come into existence in the future in India or abroad. Your transfer shall be governed by the Company's Transfer Policy and Regulations, as may be in force from time to time.

You will be working on flexible timings as may be decided by the Company.

Your joining shall be subject to submission of copies of testimonials (originals to be presented):

1. Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
2. Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)
3. PAN Card and Aadhar Card
4. Cancelled Cheque

A handwritten signature in black ink, appearing to read 'Raj', is written over a horizontal line.

CONNEQT BUSINESS SOLUTIONS LIMITED (formerly Tata Business Support Services Limited)

REGD. OFFICE: 1-8-371, GOWRA TRINITY, CHIRAN FORT LANE, BEGUMPET, HYDERABAD 500003, INDIA | TEL: +91 40 65357045

CIN: U54200TG1995PLC044960, WWW.CONNEQTCORP.COM

A SUBSIDIARY OF QUESSE CORP



You will be on probation for a period of six months from the date of your joining the Company, post which you will be deemed confirmed unless you receive an extension of probation in writing. During Probation period your notice period would be for 15 days prior notice by either side.

Upon completion of Probation period; your employment with the Company can be terminated upon 30 Days prior notice by either side. However, the Company reserves the right to, at its sole discretion; substitute the 30 days prior notice by paying you salary for 30 days in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. Your termination/ resignation letter, (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

In the event of separation, for any reason whatsoever, within a period of 12 months from your date of joining, all expenses incurred by company or reimbursed to you upon joining/ in connection with your joining shall be recovered from you. The company also reserves the right to recover the training expenses incurred.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

Looking forward to a mutually beneficial association.

Welcome once again and wishing you the best time ahead!!!

For CONNEQT Business Solutions Limited.

A handwritten signature in black ink, appearing to read 'Tony Jacob Joseph', is written over a light grey circular stamp.

Tony Jacob Joseph

Associate Vice President - Human Resource

I accept the terms of this letter



Name Taushef Siddique
 Grade 1A
 Designation Customer Service Associate

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs) Per Month	Amount (Rs) Per Year
A. Fixed Pay		
Basic Salary	5670.00	68040.00
House Rent Allowance	3969.00	47628.00
Other Allowance	3289.00	39468.00
Advance Statutory Bonus	472.00	5664.00
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.		
PERFORMANCE INCENTIVE @ Meeting Expectation(100%)	810.00	9720.00
C. MONTHLY GROSS (A+B)	14210.00	170520.00
D. BENEFITS		
PROVIDENT FUND - Company Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	1075.00	12900.00
GRATUITY (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	273.00	3276.00
ESI - Company Contribution (As per the ESI Act, company shall contribute 3.25% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 0.75% of your monthly gross will be recovered towards you.	462.00	5544.00
Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180.00	2160.00
E. TOTAL COST TO COMPANYY (C + D)	16200.00	194400.00
F. Employee Contribution		
PROVIDENT FUND - Employee Contribution (As per the PF Act; 12% of salary components specified by PF authorities and it will be paid to PF Department towards Company's Provident F und Contribution. As per the act, you will contribute the same amount as employee contribution)	1075.00	12900.00
ESI -Employee Contribution (As per the ESI Act, employee shall contribute 0.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary . As per the Provident Fund Contribution will be recovered towards you)	107.00	1279.00

allowances if any. Contribution is limited to Rs. 15000/- wages as stipulated under Provident Fund Act.

I accept the terms of this letter



Terms and Conditions of Employment

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956. Should any such relationship exist, you will bring forth the same to our notice immediately and we shall intimate to you the necessary approvals/ permissions required for your employment. In such an event you will be able to join the company only after all permissions/ approvals are obtained.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

You are forbidden to engage yourself in any other trade, or profession directly or indirectly and whether for gainful purpose or otherwise. Should you wish to pursue academic advancement, you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work-place responsibilities/ discharge of duties.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment. Please note that if the employment is terminated on account of disciplinary action against you, the clause relating to 30 Days' notice period is not applicable.

During the period of your employment inventions, creations, discoveries, patents, copyrights, shall become the property of the Company. You will not have any right to claim the ownership of it and assign the same to the Company.

Your appointment is contingent upon successful completion of Background verification. The background checks are not restricted to education and employment but to all aspects as per the appropriate selection procedure. Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated with immediate effect.

You will superannuate from the services of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Hyderabad (Telangana) under the exclusive jurisdiction of the Courts of India.

I have read through the above terms and conditions of employment and hereby accept.

Name:

Signature:

Date:

A handwritten signature in black ink, appearing to read 'Raj', is written over a horizontal line.

Offer Date : 31/07/2023
Offer No : GS10021640

FIXED TERM EMPLOYMENT CONTRACT

Dear **Rahul Pawan Kumar**

We are pleased to offer you employment at **Quess Corp Limited** for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to **RELIANCE PROJECTS AND PROPERTY MANAGEMENT SERVICES LIMITED** under this Contract. The terms of employment are exclusively with Quess, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from **JUL 31,2023** be deputed by Quess, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from **JUL 31,2023** to **JAN 27,2024**.

COTERMINOUS:

Not with standing the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

You are required to work at client's location at **Mumbai** .

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Offer No : GS10021640

Page 1

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QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.uesscorp.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.

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POSITION:

You are appointed as **Home Delivery Dss - Pt .**

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid from JUL 31,2023 to JAN 27,2024 This contract may be considered for an extension depending on the client and Quess' requirements. The extension of contract period would be considered on fresh terms as agreed between you and Quess through a separate mutually executed contract of employment. Quess shall inform you in writing of the extension requirements

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at Quess within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, Quess or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. Quess reserves all such right to withheld full or a portion of your salary during such suspension period.

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Offer No : GS10021640

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NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 days' notice in writing. The Contract can be terminated at the discretion of Quess / Client subject to 15 days' notice. However due to breach of code of conduct, misbehavior or indiscipline etc., then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated with immediate effect.

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A handwritten signature in black ink, located in the bottom right corner of the page.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of Quess (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

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You shall report to work on **JUL 31,2023** at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 Passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card
10. Complete Application Form with Bio Data/Resume

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With Warm Regards,
For **Quess Corp Limited**.



Tej Hans Raj Singh
Deputy CEO

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Offer No : GS10021640

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I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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Offer No : GS10021640

Page 6

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Compensation Sheet

Offer No : GS10021640

Associate Name : Rahul Pawan Kumar

Designation : Home Delivery Dss - Pt

Location : Mumbai

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	7038	84456
House Rent Allowance	352	4224
Statutory Bonus	586	7032
Gross Salary	7976	95712

Employer's Contribution	Rs. Monthly Pay	Rs. Annual Pay
Employer Esi	260	3120
Employer Pf	915	10980
Total Contribution	1175	14100
Cost To Company: (Ctc)	9151	109812

Deduction: (Subjected to change)	Rs. Monthly Pay	Rs. Annual Pay
Employee Esi	60	720
Provident Fund	845	10140
Professional Tax	175	2100
Total Deduction	1080	12960
Net Take Home	6896	82752

For Quess Corp Limited.



Tej Hans Raj Singh

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Offer No : GS10021640

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Dear Associate,

Please download the **WorQ App** on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16)
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by **SMS** to your registered mobile No.

For any issues in login to WorQ app, please email to **help@quesscorp.com**.

Please mention your

- Offer No : GS10021640
- Name : Rahul Pawan Kumar
- Mobile No : 8369138834

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>

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TO CHECK IF YOUR OFFER LETTER IS GENUINE.

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Offer Date : 03/07/2023

Offer No : GS10009038

FIXED TERM EMPLOYMENT CONTRACT

Dear **Mehtab Alam Imran Husain Shah**

We are pleased to offer you employment at **Quess Corp Limited** for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to **RELIANCE PROJECTS AND PROPERTY MANAGEMENT SERVICES LIMITED** under this Contract. The terms of employment are exclusively with Quess, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from **JUL 03,2023** be deputed by Quess, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from **JUL 03,2023** to **DEC 29,2023**.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

You are required to work at client's location at **Navi Mumbai**.

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Offer No : GS10009038

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TO CHECK IF YOUR OFFER LETTER IS GENUINE.

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POSITION:

You are appointed as **Home Delivery DSS - PT** .

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid from JUL 03,2023 to DEC 29,2023 This contract may be considered for an extension depending on the client and Quess' requirements. The extension of contract period would be considered on fresh terms as agreed between you and Quess through a separate mutually executed contract of employment. Quess shall inform you in writing of the extension requirements

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at Quess within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, Quess or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. Quess reserves all such right to withheld full or a portion of your salary during such suspension period.

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NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 7 days' notice in writing. The Contract can be terminated at the discretion of Quess / Client subject to 7 days' notice. However due to breach of code of conduct, misbehavior or indiscipline etc., then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated with immediate effect.



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ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of Quess (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

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TO CHECK IF YOUR OFFER LETTER IS GENUINE.

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You shall report to work on **JUL 03,2023** at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 Passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card
10. Complete Application Form with Bio Data/Resume

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With Warm Regards,
For **Quess Corp Limited**.



Tej Hans Raj Singh
Deputy CEO

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Offer No : GS10009038

Page 5

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I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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Compensation Sheet

Offer No : GS10009038

Associate Name : Mehtab Alam Imran Husain Shah

Designation : Home Delivery DSS - PT

Location : Navi Mumbai

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	7038	84456
House Rent Allowance	352	4224
Statutory Bonus	586	7032
Gross Salary	7976	95712

Employer's Contribution	Rs. Monthly Pay	Rs. Annual Pay
Employer Esi	260	3120
Employer Pf	915	10980
Total Contribution	1175	14100
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Deduction: (Subjected to change)	Rs. Monthly Pay	Rs. Annual Pay
Employee Esi	60	720
Provident Fund	845	10140
Professional Tax	175	2100
Total Deduction	1080	12960
Net Take Home	6896	82752

For Quess Corp Limited.

Tej Hans Raj Singh

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Offer No : GS10009038

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Dear Associate,

Please download the **WorQ App** on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by **SMS** to your registered mobile No.

For any issues in login to WorQ app, please email to **help@quesscorp.com**.

Please mention your

- Offer No : GS10009038
- Name : Mehtab Alam Imran Husain Shah
- Mobile No : 8356078418

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>

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Offer Date : 31/07/2023
Offer No : GS10021641

FIXED TERM EMPLOYMENT CONTRACT

Dear **Tejas Ramchandra Ghadigaonkar**

We are pleased to offer you employment at **Quess Corp Limited** for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to **RELIANCE PROJECTS AND PROPERTY MANAGEMENT SERVICES LIMITED** under this Contract. The terms of employment are exclusively with Quess, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from **JUL 31,2023** be deputed by Quess, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from **JUL 31,2023** to **JAN 27,2024**.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

You are required to work at client's location at **Mumbai**.

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Offer No : GS10021641

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TO CHECK IF YOUR OFFER LETTER IS GENUINE.

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POSITION:

You are appointed as **Home Delivery Dss - Pt .**

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid from JUL 31,2023 to JAN 27,2024 This contract may be considered for an extension depending on the client and Quess' requirements. The extension of contract period would be considered on fresh terms as agreed between you and Quess through a separate mutually executed contract of employment. Quess shall inform you in writing of the extension requirements

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at Quess within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, Quess or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. Quess reserves all such right to withheld full or a portion of your salary during such suspension period.

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NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 days' notice in writing. The Contract can be terminated at the discretion of Quess / Client subject to 15 days' notice. However due to breach of code of conduct, misbehavior or indiscipline etc., then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated with immediate effect.

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ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of Quess (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

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Page 4

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QUESS Corp Limited

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-572-3333



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You shall report to work on **JUL 31,2023** at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 Passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card
10. Complete Application Form with Bio Data/Resume

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With Warm Regards,
For **Quess Corp Limited**.



Tej Hans Raj Singh
Deputy CEO

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Page 5

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I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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Page 6

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Compensation Sheet

Offer No : GS10021641

Associate Name : Tejas Ramchandra Ghadigaonkar

Designation : Home Delivery Dss - Pt

Location : Mumbai

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	7038	84456
House Rent Allowance	352	4224
Statutory Bonus	586	7032
Gross Salary	7976	95712

Employer's Contribution	Rs. Monthly Pay	Rs. Annual Pay
Employer Esi	260	3120
Employer Pf	915	10980
Total Contribution	1175	14100
Cost To Company: (Ctc)	9151	109812

Deduction: (Subjected to change)	Rs. Monthly Pay	Rs. Annual Pay
Employee Esi	60	720
Provident Fund	845	10140
Professional Tax	175	2100
Total Deduction	1080	12960
Net Take Home	6896	82752

For Quess Corp Limited.

Tej Hans Raj Singh

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Page 7

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Dear Associate,

Please download the **WorQ App** on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16)
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by **SMS** to your registered mobile No.

For any issues in login to WorQ app, please email to **help@quesscorp.com**.

Please mention your

- Offer No : GS10021641
- Name : Tejas Ramchandra Ghadigaonkar
- Mobile No : 8828366593

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>

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Page 8

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CONNEQT

BUSINESS SOLUTIONS

Company Confidential

Date: 6/6/23

Letter of Intent

Mr./Ms. Manisha,

Dear Manisha

With reference to your application and subsequent interactions we are pleased to shortlist you as CBA in the ROZ Process with Conneqt Business Solutions Limited (The Company).

You are expected to join us on or before 6/6/23 at our Airoli Office.

Please note that this selection is provisional and your final Offer/Employment letter will be released to you subject to you submitting the following documents (originals to be presented)

Photo ID & Address Proof:	<ul style="list-style-type: none"> Passport Size photo PAN Card Aadhar Card Voter ID Driving License Passport Leave and License Agreement copy
Education Proof:	<ul style="list-style-type: none"> 10th and 12th Marksheet/Board Certificate. For Diploma/Graduation/PG require Semester wise marksheets & Passing Certificates.
Experience Proof:	<ul style="list-style-type: none"> Offer Letter & 3 Month Salary Slips / Reliving Letter / Experience Letter.
Bank Account Details:	<ul style="list-style-type: none"> Cheque Book Passbook

Note: Only Original documents must be scanned & uploaded in POP App in a JPEG format. (Uploading Photocopies will lead to Cancellation of documents during Verification)

COMPENSATION STRUCTURE	AMOUNT
Monthly Gross(Basic + HRA + Conveyance + Other Allowance + PMI)	
Performance Incentive (PMI)	
BENEFITS (PF /ESIC) / Employee Contribution (Deductions)	
PROVIDENT FUND (PF)	
ESIC	
NET TAKE HOME	14,000/-
COST TO THE COMPANY(Monthly)	15,000/-
ANNUAL COST TO THE COMPANY	

Note: We will issue you your Offer/appointment Letter on/before the Date of Joining.

Training Mandate	Office Timings	Salary Payout	Transport
<ul style="list-style-type: none"> 100% Attendance Shift: Day /Night Shift You are already aware about your Trainer, Shift, Venue. 	<ul style="list-style-type: none"> Rotational Shift. 6 Days of Working Weekly Off: 1 Day (Any day for the week) 	<ul style="list-style-type: none"> Payout : 1st of Every month PMI : You will start earning PMI after 2 months. 	<ul style="list-style-type: none"> Female: After 8:00 PM. Male : After 11:00 PM Only if transport is allowed in your Location.

I, _____, have understood the salary mentioned in this LOI and I take complete responsibility of joining Conneqt Business Solutions Limited, and shall perform as per the job Description explained to me.



Authorized Signatory



Candidate Signature